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ABSTRACT

In response to Association of Research Libraries (ARL) members' increased interest in the enhancement of manpower resources by greater utilization of paraprofessionals, ARL conducted a survey investigating various aspects of paraprofessional employment in the academic library. For the purposes of the survey, paraprofessional positions were defined as those requiring some level of higher education and/or experience, falling between the clerical and professional level. Survey results indicate that these positions are more frequently referred to as library assistants or library associates in academic libraries. Documentation indicates that libraries fill paraprofessional positions with personnel possessing a range of educational achievement, including college degrees, associate library degrees, and participation in library intern programs. Many position descriptions include requirements for clerical skills and in some instances, a degree of competency in such areas as foreign languages, art, and audiovisual production. Survey responses indicate a trend toward reclassification of these personnel to create either a new scheme offering opportunities for advancement, or by a refining of existing schemes. Originally prepared in 1975 and updated in 1978, the kit contains 10 documents: 4 classification scheme descriptions, 5 position descriptions, and 1 example of a staff orientation program. (THC)

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Paraprofessionals

Kit 21

UPDATED JUNE 1978

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PARAPROFESSIONALS IN ARL LIBRARIES

Increasingly, paraprofessional personnel are assuming broader responsibilities in academic and research libraries. This task redistribution is due in part to rising professional manpower costs and the need to further capitalize on professional expertise by permitting professionals to concentrate on activities which demand professional education and training. Increased use of technology and the development of cooperative programs such as shared cataloging systems diminish the need for professional staff in some areas, but simultaneously create a need for personnel with technical, quasi-professional skills. Furthermore, the labor market has included a large pool of college-educated, career-oriented individuals from which qualified personnel may be selected to adequately meet these demands. Therefore, many administrators are attempting to enhance manpower resources by looking closely at job requirements and work flow in relation to greater utilization of paraprofessionals.

In response to ARL libraries' increased concern with this topic, SPEC conducted a survey investigating various aspects of paraprofessional employment in the academic library. For the purposes of the survey, SPEC defined paraprofessional positions as those requiring some level of higher education and/or experience, falling between the clerical and professional level. Survey results indicate that these positions are more frequently referred to as library assistants or library associates in academic libraries. Documentation indicates that libraries fill paraprofessional positions with personnel having a range of educational achievement, including college degrees, associate library degrees, and participation in library intern programs. Many position descriptions include requirements for clerical skills and in some instances, a degree of competency in such areas as foreign languages, art, and audio visual production.

Paraprofessional duties usually necessitate some knowledge of library practices and procedures, but they differ from those of professional librarians and specialists in that they involve techniques, methods, and practices in limited functional areas of a particular job and do not require the theoretical knowledge considered essential to professional librarianship. In some cases paraprofessional activities are confined to those which involve pre-established procedural operations; in other instances libraries capitalize on paraprofessional initiative and thereby benefit from their technical, supervisory and decision-making capabilities. Because selected library activities do not depend heavily upon knowledge obtained through library school programs, paraprofessionals' broad-based educational background qualifies them to contribute services throughout the library, including both technical processing and public service units. Electronic technicians and some data processing personnel also fall into the paraprofessional category in a few institutions.

The majority of libraries responding to the SPEC survey have designed special classification schemes for paraprofessionals to distinguish between the various types of responsibilities and degrees of competencies required for these responsibilities. The various strata in these schemes are often marked by such titles as Library Assistant (or Associate) I, II, or III, or IV and usually designate diverseness of activities, a hierachy of super-

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visory and decision-making responsibility and required experience and background to qualify for the rank. For instance, Library Assistant I level positions often include duties having the greatest similarity to the highest level of the clerical classification scheme, whereas Level III and IV employees frequently perform work requiring greater knowledge of library operations or field specialty, involving a degree of decision-making and a greater variety of responsibilities to be fulfilled.

Among those libraries providing a separate paraprofessional classification scheme, 89 percent have a systematic plan for these staffs' career development. Paraprofessionals' advancement within the scheme is usually based on their participation in the libraries' tuition remission plan for library school or other job-related courses and/or upon regular assessment of job performance. Less than half of the responding libraries reported existence of a career path providing opportunity for paraprofessionals to advance to positions equal to the level of beginning professional librarian; in some instances, this is not possible due to stipulations in union contracts protecting professional interests.

Many libraries report that the diversified nature of the skills and backgrounds of these personnel and the variety of tasks which they can perform greatly enchance the flexibility with which they can be effectively incorporated into library operations. However, these same factors can also create problems since paraprofessionals' academic background often over-qualifies them for those positions which include many clerical tasks, resulting in rapid turn-over or job dissatisfaction. Twenty-five percent of responding libraries reported at least moderate difficulties in attracting and retaining qualified paraprofessionals. Job classification designations frequently confine responsibilities and deprive the library of valuable skills and talents. Diversity of skills and career objectives often makes staff development and career advancement programs difficult to design in accordance with staff needs. In some cases union stipulations place further constraints on the hiring and effective utilization of paraprofessionals and professional elitism occasionally creates tension between professionals and paraprofessionals.

To contend with these problems and others, administrators foresee a number of changes related to paraprofessional manpower. Survey responses indicate a trend toward reclassification of these personnel to create either a new scheme offering opportunities for advancement, or by a refining of existing schemes. The intent of these modifications is to allow personnel to be promoted on the basis of demonstrated performance rather than simply academic achievement. Libraries are also examining ways of further benefiting from paraprofessional skills and talents by increasing job responsibility and dimension, thereby permitting professional librarians greater time for tasks requiring their expertise and background. Paraprofessionals are also encouraged to participate to a greater extent in both staff development programs and the library's decision-making process. In general, administrators appear to be working toward policies which concentrate not so much on the fine distinction between professional, paraprofessional, and clerical staff, but toward the effective utilization and development of all personnel.

The Kit on Paraprofessionals contains 10 documents, 9 of them added in June 1978: four descriptions of classification schemes, five position descriptions, and one example of a staff orientation program. The 86-page kit is available for $7.50 to ARL members and SPEC Subscribers and for $15.00 to all others from the Systems and Procedures Exchange Center, Association of Research Libraries, 1527 New Hampshire Ave., N.W., Washington, D. C., 20036.

PARAPROFESSIONALS

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SERIES CONCEPTS

Library Assistants perform or supervise non-professional or limited professional duties in one or more functional areas in libraries and related units which are administered in accordance with the practices and techniques of professional librarianship; and perform other related duties as required.

Functional areas may include the following: selection, identification and acquisition of library materials; preparation and organization of library materials; maintenance and repair of library materials; circulation services; and reference and information services. Incumbents perform cataloging and classification, bibliographic searching, reference services, circulation activities, shelving and stack maintenance, bindery preparation, and conversion of serials and library records for data processing. Performance of the above duties requires a knowledge of library practices and procedures in one or more functional areas which ranges from basic at the Library Assistant I operational level to limited professional at the Library Assistant IV specialist supervisory level.

The Library Assistant series is distinguished from other staff series in the library system in that the positions usually involve a set of duties unique to library practices and procedures. Library Assistants differ from Librarians in that they typically learn library techniques, methods and practices in limited functional areas on the job or in specific training courses, while Librarians acquire a theoretical knowledge of library science and literature resources through formal academic training and apply the principles of library science in all functional areas.

The Library Assistant series consists of four levels which recognize increasing degrees of work difficulty, supervisory responsibility and/or specialization in functional areas depending on work assignments in a particular library unit. Library Assistant I is the operational level; Library Assistant II is the advanced operational level; Library Assistant III is the advanced operational and supervisory level; and Library Assistant IV the specialist and/or supervisory level.

Positions are allocated to the different levels based on such factors as the complexity and variety of functions performed or supervised; nature and extent of authority delegated; nature and level of personal contacts involved in the performance of library functions; degree of supervision received or given others; and the level and nature of decision making authority.

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CLASS CONCEPTS

Library Assistant IV

Under direction, incumbents perform the most difficult specialized and technical duties of a limited professional nature and in addition may have supervisory responsibility for a complex library unit including long-range planning, collection development, staffing and budgetary considerations.

Assignments are defined in terms of functional area specialty and/or a specialized subject-matter field. Work is usually performed within the limits set by the objectives of the library unit or system. Work is subject to general review when a solution of the problem is precedent setting.

Performance of duties typically requires frequent application of a limited professional level of knowledge of library principles and procedures. "Limited professional" indicates that incumbents do not possess the academic training in library principles and procedures which would provide the flexibility to perform at a full professional level in all functional areas.

Incumbents utilize initiative, originality, and judgment in applying established library principles and procedures to new and unusual problems. They work independently, and may have full administrative authority for a library unit. Incumbents may have the responsibility for representing the library unit in relations with the faculty, University administration and/or the general public.

Positions in this class differ from those in the Library Assistant III class in that the work performed requires frequent application of a limited professional knowledge of library practices and procedures. The scope of the supervisory responsibility is greater at the Library Assistant IV level.

The following examples are typical of some of the duties which may be allocated to the Library Assistant IV level.

Examples:

Cataloging

Perform cataloging in specialized or general subject-matter areas that frequently requires incumbents to make decisions which are original or precedent setting in that they fall outside the traditional guidelines, such as provided by the Library of Congress, due to the rare and/or specialized nature of the language or subject area and/or the technical complexity required in effecting solutions.

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Bibliographic Searching

Perform the most difficult bibliographic searches, typically in rare and/or specialized subject areas such as Exotic Languages, Engineering and Sciences, with unusual or intricate entries involving use of the most complex bibliographic tools. Incumbents work with minimal supervision and are usually responsible for deciding what bibliographic sources will be utilized and also the nature and extent of supporting information to be included in problem solutions.

Library Assistant III

Under general supervision, incumbents perform specialized duties requiring advanced operational and/or limited professional level skills and a general knowledge of library practices and procedures, and typically have supervisory responsibility for a library unit.

Assignments are defined in terms of a functional area specialty, covering general or specialized subject-matter fields, and work is usually performed within the limits set by the guidelines of the library unit or system. Work is subject to review when a solution of the problem involves new applications of established guidelines.

Performance of duties may require some application of a limited professional level of knowledge of library principles and procedures in the formulation of new solutions and/or development of new procedures.

Incumbents may represent the library unit in personal contacts with faculty, students, vendors, donors and/or University administrators. Supervisory responsibility at this level typically involves training, assigning and evaluating several Library Assistants within the unit.

The Library Assistant III class differs from the Library Assistant II class in that the work performed may require limited professional level skills in addition to advanced operational skills and a general knowledge of library practices and procedures. Positions at the Library Assistant III level typically include supervisory responsibility over a library unit.

The following examples are typical of some of the duties which may be allocated to the Library Assistant III level.

Examples:

Cataloging

Perform the most complex non-professional additions to catalog cards; recommend establishment of new classification and subject headings for difficult materials; perform descriptive cataloging where there is a Library of Congress card for different editions, usually in the less common foreign languages.

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Bibliographic Searching

Perform bibliographic searches in the less common European languages, Engineering, Sciences, and for subject matter material involving complex entries which require the use of advanced bibliographic techniques e.g., bibliographic searching for publications of international symposia and scientific meetings. Incumbents typically utilize sophisticated bibliographic tools such as Russian Bibliography, Italian Bibliography, and other reference works in solving very difficult problems.

Library Assistant II

Under general supervision, incumbents perform non-professional duties requiring advanced operational level skills and a basic knowledge of library practices and procedures.

Assignments are defined in terms of functional areas within the library unit, with the nature of the problem identified and the specific objectives defined in consultation with the supervisor.

Identification of the problem typically utilizes a written code or manual. Incumbents work within established library guidelines in arriving at solutions and exercise judgment in determining the applicability of guidelines to specific problems. Work is subject to review when problems involve making decisions outside the limits established by the guidelines.

Incumbents at this level typically establish entries for new serial or document publications; file catalog cards with difficult or complex entries; maintain independent responsibility for a Reserve Collection in a library unit; are in charge of a service desk with responsibility for handling complaints; and process invoices for complex orders requiring outside record and/or reference checking.

The Library Assistant II class differs from the Library Assistant I class in that the duties are more difficult, are performed with less supervision, and require non-professional advanced operational level skills and a basic knowledge of library practices and procedures.

The following examples are typical of some of the duties which may be allocated to the Library Assistant II level.

Examples:

Cataloging

(1) Catalog books in English or common European languages for which available Library of Congress cards typically require some adaptation due to factors such as the absence of call number or subject headings, variation in entry, or descriptive cataloging information; (2) add information such as notes, additional entries and holding changes to catalog cards; and (3) recatalog using the same classification and subject headings.

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Bibliographic Searching

Perform bibliographic verification of English or common foreign language titles which frequently require the use of less standard bibliographic tools e.g., short title catalog, and British Museum Catalog. Incumbents typically exercise independent judgment in solving problems and in referring very difficult problems to higher level Library Assistants or Librarians.

Library Assistant I

Under supervision, incumbents perform routine duties in a library unit. Library Assistant I is the operational level.

Work is performed according to prescribed procedures and/or defined instruction work is usually subject to close and continuing review until the standard procedures are learned.

Incumbents at this level typically answer basic library information questions and handle routine complaints at a service desk; maintain a detailed system of circulation controls including reserves, renewals, overdues and interlibrary loans; process records for reserved books; enter continuing serials and documents on checking cards, prepare routine claims for non-receipt of materials and record duplicates; verify incoming orders by matching material received with appropriate records; process invoices for serial orders; prepare materials for binding according to pre-determined instructions; receive and process interlibrary loan requests; do routine filing in library card catalogs; and type library records such as catalog cards and order forms.

This class differs from other clerical classes in that the work performed requires knowledge and skills which are unique to the library system.

The following examples are typical of some of the duties which may be allocated to the Library Assistant I level.

Examples:

Cataloging

Catalog single-volume monographic books with Library of Congress cards when the books are in English or common European languages (e.g., French, German and Spanish) and the Library of Congress classification numbers are straightforward. Cataloging at this level consists of checking the Library of Congress card against the classification scheme and the public catalog and making changes for author, tracings and subject headings where there are established variations.

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Bibliographic Searching

Perform routine checks of monographs and serials for holdings, and for simple verification of trade or bibliographic information using standard bibliographic tools such as Cumulative Book Index, Library of Congress Depository Catalog, Union List of Serials and U.C. Library Card Catalogs.

MINIMUM QUALIFICATIONS

Library Assistant IV

Graduation from high school or a General Education Diploma and four years of library or related experience, including at least one year at the Library Assistant III level; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Library Assistant III

Graduation from high school or a General Education Diploma and three years of library or related experience, including at least one year at the Library Assistant II level; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Library Assistant II

Graduation from high school or a General Education Diploma and two years of library or related experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Library Assistant I

Graduation from high school or a General Education Diploma and one year of general clerical experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

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University of California
General Library/Berkeley
1 July 1977

NON-PROFESSIONAL LIBRARY SALARY RATES/UNIVERSITY OF CALIFORNIA

Classification	Annual Salary Range
Clerk	$ 7,656 - $ 9,120
Library Assistant I	8,724 - 10,416
Library Assistant II	9,972 - 11,892
Library Assistant III	11,388 - 13,644
Library Assistant IV	13,044 - 15,660

TABLE OF PAY RATES:

Annual	Monthly	Hourly
$7656	$638.00	$3.67
$7824	$652.00	$3.75
8004	667.00	3.83
8172	681.00	3.91
8340	695.00	3.99
8544	712.00	4.09
8724	727.00	4.18
8916	743.00	4.27
9120	760.00	4.37
9312	776.00	4.46
9528	794.00	4.56
9756	813.00	4.67
9972	831.00	4.78
10176	848.00	4.87
10416	868.00	4.99
10656	888.00	5.10
10896	908.00	5.22
11136	928.00	5.33
11388	949.00	5.45
11628	969.00	5.57
11892	991.00	5.70
12180	1015.00	5.83
12480	1040.00	5.98
12756	1063.00	6.11
13044	1087.00	6.25
13332	1111.00	6.39
13644	1137.00	6.53
13932	1161.00	6.67

Annual	Monthly	Hourly
$14292	$1191	$6.84
$14604	$1217	$6.99
14952	1246	7.16
15300	1275	7.33
15660	1305	7.50
16032	1336	7.68
16380	1365	7.84
16764	1397	8.03
17148	1429	8.21
17568	1464	8.41
17964	1497	8.60
18396	1533	8.81
18828	1569	9.02
19284	1607	9.24
19728	1644	9.45
20196	1683	9.67
20688	1724	9.91
21180	1765	10.14
21660	1805	10.37
22176	1848	10.62
22716	1893	10.88
23256	1938	11.14
23796	1983	11.40
24372	2031	11.67
24960	2080	11.95
25536	2128	12.23
26148	2179	12.52
26772	2231	12.82

The above rates became effective 1 July 1977. Using the Table of Pay Rates, full steps in the salary range are either those indicated along the left margin of the tables or indented to the rights. (For example: $7656 to $8004 is one full step. $7824 is a half step between the two.)

The classification Clerk is included for comparative purposes because it is one of the largest of Clerical and Allied Services classes employed in the Library. It includes most part-time student positions such as pages and markers.

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University of California
General Library/Berkeley
1 July 1977

ACADEMIC LIBRARIAN SALARY RATES / UNIVERSITY OF CALIFORNIA

FISCAL YEAR (11 MONTHS) APPOINTMENTS

Title	Step	Normal Period at Salary	New Scale 7-1-77 Annual	Monthly	Hourly
Assistant	I	1 yr	$12,924	$1,077.00	$ 6.19
Librarian	II	1 yr	13,536	1,128.00	6.48
(3620 - Career Status)	III	1 yr	14,268	1,189.00	6.83
(3621 - Potential Career	IV	1 yr	15,000	1,250.00	7.18
Status)	V	1 yr	15,840	1,320.00	7.59
(3622 - Temporary Status)	VI	1 yr	16,584	1,382.00	7.94
Associate	I	1 yr	15,840	1,320.00	7.59
Librarian	II	1 yr	16,584	1,382.00	7.94
(3616 - Career Status)	III	2 yrs	17,388	1,449.00	8.33
(3617 - Potential Career	IV	2 yrs	18,588	1,549.00	8.90
Status)	V	2 yrs	19,872	1,656.00	9.52
(3618 - Temporary Status)	VI	2 yrs	21,276	1,773.00	10.19
	VII	2 yrs (or -)	22,788	1,899.00	10.91
Librarian	I	2 yrs	21,276	1,773.00	10.19
(3612 - Career Status)	II	2 yrs	22,788	1,899.00	10.91
(3613 - Potential Career	III	3 yrs	24,324	2,027.00	11.65
Status)	IV	3 yrs (or -)	26,784	2,232.00	12.83
(3614 - Temporary Status)	V	--	29,496	2,458.00	14.13

The above rates of pay became effective 1 July 1977

CLASSIFICATION SCHEME

LIBRARY PARAPROFESSIONAL OCCUPATIONS

GROUP STANDARD *

UNIVERSITY PERSONNEL DEPARTMENT
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
October, 1974

— with July 1977 update —

*This Standard is a temporary working draft. For further information, call the Position Management Division, University Personnel Department.

LIBRARY PARAPROFESSIONAL OCCUPATIONS GROUP STANDARD

INTRODUCTION

The Library Paraprofessional Occupations Group recognizes positions performing specialized clerical duties supportive of the technical operation, management and programs of the library. General functions identified in this group include cataloging, acquisitions, circulation, bibliographic research, reference work, and binding. The work requires the interpretation and application of library practices, rules and regulations.

The work performed by positions in the Library Paraprofessional Occupations Group is closely related in kind and level and skills required to that performed by positions in the Clerical and Office Management Occupations Group. The positions have been identified in a separate occupational group because (1) the specialized functions performed are not found in the Clerical Group and (2) the performance of these functions above the entry level requires the use of specialized knowledges, skills and abilities unique to a library.

All positions which perform duties in the Library, or as parts of a library service are not included in the Library Paraprofessional Occupations Group. In those cases where the duties are most closely related to duties defined in the Clerical and Office Management Occupations Group, the positions will be assigned to the appropriate class in that group.

The Library Paraprofessional Occupations Group is distinguished from the professional Librarian group by the greater reliance on established systems, policies and procedures in performing assigned duties, by the more limited and specific nature of work assignments and by the more systematized work review. Each successive level of work defined in the Library Paraprofessional Occupations Group recognizes increasingly higher levels of judgment and discretion required in decision-making.

This group consists of the following classes:

Effective July 1, 1999

Level	Class Title Code	Classification Title	Salary Grade	Salary Range
I	3204	Library ~~Assistant~~ Clerk	56	~~$6456-8112~~ 7476-9371
II	3206	Library Assistant	59	~~$7413-9276~~
III	3208	Library Technical Assistant	61	~~$8112-10164~~

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Level I (Library Assistant I)

This level is characterized by the greatest similarity to the work performed at level III in the Clerical and Office Management Occupations Group. Positions in this class usually work in only one of the major functional areas of library work, i.e., cataloging, acquisitions or the like. The variety of tasks found in positions at this level is further limited within each functional area. When positions are assigned a greater variety of tasks, the work is more closely supervised.

Key requirements at this level are accuracy and the ability to choose among a limited variety of well defined procedures. Consequence of error is limited by review or by the unofficial nature of the records kept.

Work is characterized by the same decision-making responsibility, subject matter and procedural knowledge; and nature and volume of guidelines as that found in level III positions in the Clerical and Office Management Occupations Group.

TYPICAL DUTIES

ACQUISITIONS

- Checks in library publications received on a regular subscription or depository basis.
- Posts acquisitions to list of library holdings.
- Claims unreceived and/or missing copies of serials, and the like.
- Posts changes in volumes of serials to list of library holdings.
- Initiates acquisition of free materials from standard sources.

CATALOGING

- Files master catalog cards into main card catalog.
- Matches book with the Library of Congress copy of master catalog card from library control file.
- Formats and types master catalog card.
- Compares catalog card to volume. Makes changes in card to conform to volume.
- Orders catalog cards and reproduces catalog card sets.
- Edits cataloging copy for typographical, spelling, and punctuation errors. Adds, as necessary, pagnation, size, volume number and similar notation.

CIRCULATION

- Finds books requested for inter-library loan and processes them for shipment.
- Acts as lead worker for several students in checking books in and out, explaining to them and to the public different categories of library loans.

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Acts as supervisor for several students in reading stacks and shelving.
Estimates the need for additional space for books, serials and the like. Recommends and carries out minor relocations of materials.
Traces missing copies of books, using routine procedures to locate and passes the duty on to a higher level position when the routine steps are exhausted.

BINDING

Prepares library materials for binding by gathering materials from their shelf locations, assembling the issues into binding units, checking to be sure that they are complete and in proper sequence and that no issues are missing, carrying out any special handling directions indicated on the binding records.
Decides, within clear guidelines, what is to be bound commercially versus what is to be done "in house."
Prepares and repairs books and other library materials for shelf use by marking, pam binding, attaching book plates, pockets, errata, supplements, maps, loose plates, fixing page, and binding tears, according to established procedures.

REFERENCE AND BIBLIOGRAPHIC RESEARCH

Gives general user information as to where to find standard services, how to use the card catalog and other standard references.

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Level II (Library Assistant II)

This level of library work is characterized by greater independence and technical library knowledge than that required at the Library Assistant I level. Positions in this class are usually responsible for carrying through a technical process from the initial stages to final completion, either as supervisors of a function of lesser complexity or independent performers of a more complex process.

Positions in this class operate with considerable independence in carrying out day-to-day tasks, although unusual situations are taken to the supervisor for resolution. Consequence of error is a major distinguishing feature of this class, due to the responsibility of positions in it of checking the work of others or performing library tasks with little work review.

TYPICAL DUTIES

ACQUISITIONS

Searches current holdings of library in a variety of locations to ascertain whether or not the library has the book to be ordered. May use a language other than English in performing these duties.

CATALOGING

Lists and catalogs federal documents, checks them in as they arrive, catalogs them according to standard method prescribed for government documents and shelves them.
Performs descriptive and analytic cataloging duties including collecting necessary information directly from book, formatting and typing master card from this information.
Supervises and trains a large unit of clerical and lower level library paraprofessionals in filing catalog cards.

CIRCULATION

Supervises both borrowing and lending through inter-library loan, locating books to be borrowed through all available bibliographic references.

BINDING

REFERENCES AND BIBLIOGRAPHIC RESEARCH

Compiles lists of new or existing acquisitions by standard subject.
Answers specific individual questions which require reference to a variety of standard sources.

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Level III (Library Technical Assistant)

Work at this level is distinguished from the work at the Library Assistant II level by reliance on a general knowledge of library practices and decreasing reliance on prescribed procedures in performance of assigned duties.

Two major types of positions are found at this level: (1) Supervisory positions of a large scale, high volume library clerical function or of a smaller but more complex function; (2) positions which perform discretionary library duties within general guidelines, requiring some knowledge of subject matter in the area assigned.

Employees receive minimal supervision from a professional librarian and work is evaluated for overall effectiveness.

TYPICAL DUTIES

ACQUISITIONS

CATALOGING

- Performs adaptive, descriptive and standard cataloging requiring the use of specialized techniques.
- Devises, maintains and retrieves from special-use cataloging systems for lesser holdings, such as photographs, records, and the like.
- Summarizes the content of special holdings, such as manuscripts, letters, diaries and the like, and indexes and cross-indexes these holdings by appropriate subject.

CIRCULATION

- Supervises a large, complex circulation function, involving scheduling of day and evening shifts and a large number of temporary and part-time workers.

BINDING

REFERENCE AND BIBLIOGRAPHIC RESEARCH

- Researches specific questions submitted by telephone and by mail which require knowledge of the contents of the various collections.
- Prepares and updates standard, less complex subject bibliographies.
- Demonstrates the use of specialized catalog and reference tools; explains rules governing the use of special collections and assists patrons in obtaining their optimum use of such collections.

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RECRUITMENT GUIDELINES

These guidelines are presented to assist in recruiting, examining, and selecting employees for the positions in Library Paraprofessional Occupations Group. The amount of education and length of experience is not the determinant in qualifying for library paraprofessional positions. Rather, it is the type of education and kind of experience pertinent to the duties and responsibilities which must be considered. To increase the probability of success in recruiting, it is essential for the employer to consider the knowledges, skills and abilities needed to perform the work.

Positions may be classified at the same level of difficulty and complexity and yet require different types of knowledges, skills and abilities. For example, a position's duties consist of supervising and filing of catalog cards. Thus, it is important for applicants for this job to understand the basics of work flow and supervisory technique, as well as to have a basic knowledge of a library catalog system.

A second position at the same level answers reference questions from a variety of library sources. In this case, the abilities to understand the information required, to deal effectively with the public and to search varied sources until the question has been answered satisfactorily are important. Although the positions in the examples above are the same level, different experience would be appropriate for qualifying an applicant.

The duties and responsibilities to be performed in the individual positions are the final recruitment standard to be considered.

The following guides should assist Employee Staff in recruiting; however, they should be applied as the common basic requirements for the types and levels of library paraprofessional work. The added characteristics of individual positions, as determined by job analysis, must be considered a part of the total recruitment requirements.

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Knowledges, Skills and Abilities

Library Assistant I

General knowledge of spelling, grammar and vocabulary.
Ability to follow established procedures and to perform work requiring considerable detail and accuracy.
Ability to gather and give basic information and instructions regarding records.

Library Assistant II

General knowledge of spelling, grammar and vocabulary.
General knowledge of library routine and procedure.
Working knowledge of the common library tools and facilities.
Ability to summarize, compile and tabulate narrative and numerical material.
Ability to compose letters independently following established guidelines.
Ability to resolve problem situations.
Ability to gather and give information and instructions regarding most library records and programs.
Ability to plan, organize and review work, work flow and procedures.
Ability to maintain work standards and to evaluate employee performance.

Library Technical Assistant

Considerable knowledge of one or more categories of library routine and procedure.
Considerable knowledge of library techniques, systems and working manuals.
Ability to learn and apply standard library methods and principles in bibliography, cataloging, classification, circulation, and reference services, and to explain these to the public and subordinates.
Ability to organize work flow, supervise and review the work of library staff.

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Special Requirements

LANGUAGE

Many positions in the Library Paraprofessional Occcupations Group require the use of foreign alphabet and some foreign terms to perform the assigned duties. In most cases, an actual knowledge of the language is not necessary because specific guidelines are provided for the performance of such duties as transliteration, formatting and alphabetizing. A few Library Assistant II and Library Technician positions do require knowledge of one or several languages. Such positions are identified on the position classification evaluation for each job.

TYPING

Some of the positions at the Library Assistant I level do require a high volume of typing with a high degree of accuracy. Many positions at all levels require basic familarity with the typewriter. Those positions which require accuracy, skill and volume are noted on the position classification evaluation for each job.

SUBJECT MATTER KNOWLEDGE

In most of the library paraprofessional positions, the technical knowledge required to do the job is primarily library knowledge, which can be gained in a variety of ways. Some Library Technician positions require knowledge of N.C. History or other specialized knowledge and these are noted on the position classification evaluation for each job.

Education and Experience Guidelines

Library Assistant I	Library Assistant II	Library Technical Assistant
High school graduation* and one year of clerical experience	High school graduation* and two years of clerical experience, preferably including some library experience	High school graduation* and three years of library clerical experience**

*A high school equivalency certificate or experience on a year-for-year basis in clerical work may be substituted for formal education.

**As indicated in Special Knowledges, some Library Technician positions require that qualifying education and experience be in the subject matter areas, rather than in library knowledge. Supervisory positions require some supervisory experience.

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American Library Association
June 1970

LIBRARY EDUCATION AND PERSONNEL UTILIZATION*

A Statement of Policy Adopted by the Council of the American Library Association, June 30, 1970**

1 The purpose of the policy statement is to recommend categories of library personnel, and levels of training and education appropriate to the preparation of personnel for these categories, which will support the highest standards of library service for all kinds of libraries and the most effective use of the variety of skills and qualifications needed to provide it.

2 Library service as here understood is concerned with knowledge and information in their several forms—their identification, selection, acquisition, preservation, organization, communication and interpretation, and with assistance in their use.

3 To meet the goals of library service, both professional and supportive staff are needed in libraries. Thus the library occupation is much broader than that segment of it which is the library profession, but the library profession has responsibility for defining the training and education required for the preparation of personnel who work in libraries at any level, supportive or professional.

4 Skills other than those of librarianship may also have an important contribution to make to the achievement of superior library service. There should be equal recognition in both the professional and supportive ranks for those individuals whose expertise contributes to the effective performance of the library.

5 A constant effort must be made to promote the most effective utilization of personnel at all levels, both professional and supportive. The tables on page 2 (Figure 1) suggest a set of categories which illustrate a means for achieving this end.

*The policy statement adopted by ALA with the title "Library Education and Manpower." In the spring of 1976, the Office for Library Personnel Resources Advisory Committee edited this statement to remove sexist terminology.

**Throughout this statement, wherever the term "librarianship" is used, it is meant to be read in its broadest sense as encompassing the relevant concepts of information science and documentation; wherever the term "libraries" is used, the current models of media centers, learning centers, educational resources centers, information, documentation, and referral centers are also assumed. To avoid the necessity of repeating the entire gamut of variations and expansions, the traditional library terminology is employed in its most inclusive meaning.

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FIGURE 1 CATEGORIES OF LIBRARY PERSONNEL—PROFESSIONAL

TITLE FOR POSITIONS REQUIRING:		BASIC REQUIREMENTS	NATURE OF RESPONSIBILITY
LIBRARY-RELATED QUALIFICATIONS	NONLIBRARY-RELATED QUALIFICATIONS		
Senior Librarian	Senior Specialist	In addition to relevant experience, education beyond the M.A. [i.e., a master's degree in any of its variant designations: M.A., M.L.S., M.S.L.S., M.Ed., etc.] as: post-master's degree; Ph.D.; relevant continuing education in many forms	Top-level responsibilities, including but not limited to administration; superior knowledge of some aspect of librarianship, or of other subject fields of value to the library
Librarian	Specialist	Master's degree	Professional responsibilities including those of management, which require independent judgment, interpretation of rules and procedures, analysis of library problems, and formulation of original and creative solutions for them (normally utilizing knowledge of the subject field represented by the academic degree)

CATEGORIES OF LIBRARY PERSONNEL—SUPPORTIVE

TITLE		BASIC REQUIREMENTS	NATURE OF RESPONSIBILITY
Library Associate	Associate Specialist	Bachelor's degree (with or without course work in library science); OR bachelor's degree, plus additional academic work short of the master's degree (in librarianship for the Library Associate; in other relevant subject fields for the Associate Specialist)	Supportive responsibilities at a high level, normally working within the established procedures and techniques, and with some supervision by a professional, but requiring judgment, and subject knowledge such as is represented by a full, four-year college education culminating in the bachelor's degree.
Library Technical Assistant	Technical Assistant	At least two years of college-level study; OR A.A. degree, with or without Library Technical Assistant training; OR post-secondary school training in relevant skills	Tasks performed as supportive staff to Associates and higher ranks, following established rules and procedures, and including, at the top level, supervision of such tasks
	Clerk	Business school or commercial courses, supplemented by in-service training or on-the-job experience	Clerical assignments as required by the individual library

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6 The titles recommended here represent categories or broad classifications, within which it is assumed that there will be several levels of promotional steps. Specific job titles may be used within any category: for example, catalogers, reference librarians, children's librarians would be included in either the "Librarian" or (depending upon the level of their responsibilities and qualifications) "Senior Librarian" categories; department heads, the director of the library, and certain specialists would presumably have the additional qualifications and responsibilities which place them in the "Senior Librarian" category.

7 Where specific job titles dictated by local usage and tradition do not make clear the level of the staff member's qualification and responsibility, it is recommended that reference to the ALA category title be used parenthetically to provide the clarification desirable for communication and reciprocity. For example:

REFERENCE ASSISTANT (Librarian) HEAD CATALOGER (Senior Librarian)

LIBRARY AIDE (Library Technical Assistant)

8 The title "Librarian" carries with it the connotation of "professional" in the sense that professional tasks are those which require a special background and education on the basis of which library needs are identified, problems are analyzed, goals are set, and original and creative solutions are formulated for them, integrating theory into practice, and planning, organizing, communicating, and administering successful programs of service to users of the library's materials and services. In defining services to users, the professional person recognizes potential users as well as current ones, and designs services which will reach all who could benefit from them.

9 The title "Librarian" therefore should be used only to designate positions in libraries which utilize the qualifications and impose the responsibilities suggested above. Positions which are primarily devoted to the routine application of established rules and techniques, however useful and essential to the effective operation of a library's ongoing services, should not carry the word "Librarian" in the job title.

10 It is recognized that every type and size of library may not need staff appointments in each of these categories. It is urged, however, that this basic scheme be introduced wherever possible to permit where needed the necessary flexibility in staffing.

11 The salaries for each category should offer a range of promotional steps sufficient to permit a career-in-rank. The top salary in any category should overlap the beginning salary in the next higher category, in order to give recognition to the value of experience and knowledge gained on the job.

12 Inadequately supported libraries or libraries too small to be able to afford professional staff should nevertheless have access to the services and supervision of a librarian. To obtain the professional guidance that they themselves cannot supply, such libraries should promote cooperative arrangements or join larger systems of cooperating libraries through which supervisory personnel can be supported. Smaller libraries which are part of such a system can often maintain the local service with building staff at the Associate level.

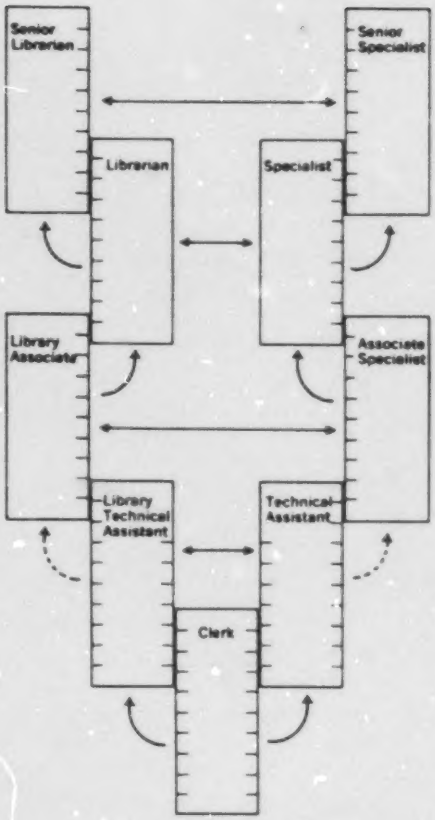

FIGURE 2

If one thinks of Career *Lattices* rather than Career *Ladders*, the flexibility intended by the Policy Statement may be better visualized. The movement among staff responsibilities, for example, is not necessarily directly up, but often may be lateral to increased responsibilities of equal importance. Each category embodies a number of promotional steps within it, as indicated by the gradation markings on each bar. The top of any category overlaps in responsibility and salary the next higher category.

Comments on the Categories

13 The *Clerk* classifications do not require formal academic training in library subjects. The assignments in these categories are based upon general clerical and secretarial proficiencies. Familiarity with basic library terminology and routines necessary to adapt clerical skills to the library's needs is best learned on the job.

14 The *Technical Assistant* categories assume certain kinds of specific "technical" skills; they are not meant simply to accommodate advanced clerks. While clerical skills might well be part of a Technical Assistant's equipment, the emphasis in an assignment should be on the special technical skill. For example, someone who is skilled in handling audiovisual equipment, or at introductory data processing, or in making posters and other displays might well be hired in the Technical Assistant category for these skills, related to librarianship only to the extent that they are employed in a library. A *Library Technical Assistant* is a person with certain specifically library-related skills—in preliminary bibliographic searching for example, or utilization of certain mechanical equipment—the performance of whose duties seldom requires a background in general education.

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15 The *Associate* categories assume a need for an educational background like that represented by a bachelor's degree from a good four-year institution of higher education in the United States. Assignments may be such that library knowledge is less important than general education, and whether the title is *Library* Associate or Associate *Specialist* depends upon the nature of the tasks and responsibilities assigned. Persons holding the B.A. degree, with or without a library science minor or practical experience in libraries, are eligible for employment in this category. Titles within the Associate category that are assigned to individuals will depend upon the relevance of their training and background to their specific assignments.

16 The Associate category also provides the opportunity for persons of promise and exceptional talent to begin library employment below the level of professional (as defined in this statement) and thus to combine employment in a library with course work at the graduate level. Where this kind of work/study arrangement is made, the combination of work and formal study should provide 1) increasing responsibility within the Associate ranks as the individual moves through the academic program, and 2) eligibility for promotion, upon completion of the master's degree, to positions of professional responsibility and attendant reclassification to the professional category.

17 The first professional category–*Librarian*, or *Specialist*–assumes responsibilities that are professional in the sense described in paragraph #8 above. A good liberal education plus graduate-level study in the field of specialization (either in librarianship or in a relevant field) are seen as the minimum preparation for the kinds of assignments implied. The title, however, is given for a position entailing professional responsibilities and not automatically upon achievement of the academic degree.

18 The *Senior* categories assume relevant professional experience as well as qualifications beyond those required for admission to the first professional ranks. Normally it is assumed that such advanced qualifications shall be held in some specialty, either in a particular aspect of librarianship or some relevant subject field. Subject specializations are as applicable in the *Senior Librarian* category as they are in the *Senior Specialist* category.

19 Administrative responsibilities entail advanced knowledge and skills comparable to those represented by any other high-level specialty, and appointment to positions in top administration should normally require the qualifications of a *Senior Librarian* with a specialization in administration. This category, however, is not limited to administrators, whose specialty is only one of several specializations of value to the library service. There are many areas of special knowledge within librarianship which are equally important and to which equal recognition in prestige and salary should be given. Highly qualified persons with specialist responsibilities in some aspects of librarianship–archives, bibliography, reference, for example–should be eligible for advanced status and financial rewards without being forced to abandon for administrative responsibilities their areas of major competence.

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Implications for Formal Education

20 Until examinations are identified that are valid and reliable tests of equivalent qualifications, the academic degree (or evidence of years of academic work completed) is recommended as the single best means for determining that an applicant has the background recommended for each category.

21 In the selection of applicants for positions at any level, and for admission to library schools, attention should be paid to personal aptitudes and qualifications in addition to academic ones. The nature of the position or specialty, and particularly the degree to which it entails working with others, with the public, or with special audiences or materials should be taken into account in the evaluation of a prospective student or employee.

22 As library services change and expand, as new audiences are reached, as new media take on greater importance in the communication process, and as new approaches to the handling of materials are introduced, the kinds of preparation required of those who will be employed in libraries will become more varied. Degrees in fields other than librarianship will be needed in the Specialist categories. For many Senior Librarian positions, an advanced degree in another subject field rather than an additional degree in librarianship, may be desirable. Previous experience need not always have been in libraries to have pertinence for appointment in a library.

23 Because the principles of librarianship are applied to the materials of information and knowledge broader than any single field, and because they are related to subject matter outside of librarianship itself, responsible education in these principles should be built upon a broad rather than a narrowly specialized background education. To the extent that courses in library science are introduced in the four-year, undergraduate program, they should be concentrated in the last two years and should not constitute a major inroad into course work in the basic disciplines: the humanities, the sciences, and the social sciences.

24 Training courses for Library Technical Assistants at the junior or community college level should be recognized as essentially terminal in intent (or as service courses rather than a formal program of education), designed for the preparation of supportive rather than professional staff. Students interested in librarianship as a career should be counselled to take the general four-year college course rather than the specific two-year program, with its inevitable loss of time and transferable content. Graduates of the two-year programs are not prohibited from taking the additional work leading to the bachelor's and master's degrees, provided they demonstrate the necessary qualifications for admission to the senior college program, but it is an indirect and less desirable way to prepare for a professional career, and the student should be so informed.

25 Emphasis in the two-year Technical Assistant programs should be more on skills training than on general library concepts and procedures. In many cases it would be better from the standpoint of the student to pursue more broadly-based vocational courses which will teach technical skills applicable in a variety of job situations rather than those limited solely to the library setting.

26 Undergraduate instruction in library science other than training courses for Library Technical Assistants should be primarily a contribution to liberal education rather than an opportunity to provide technological and methodological training. This does not preclude the inclusion of course work related to the basic skills of library practice, but it does affect teaching method and approach, and implies an emphasis on the principles that underlie practice rather than how-to-do-it, vocational training.

27 Certain practical skills and procedures at all levels are best learned on the job rather than in the academic classroom. These relate typically to details of operation which may vary from institution to institution, or to routines which require repetition and practice for their mastery. The responsibility for such in-service parts of the total preparation of both librarians and supportive staff rests with libraries and library systems rather than with the library schools.

28 The objective of the master's programs in librarianship should be to prepare librarians capable of anticipating and engineering the change and improvement required to move the profession constantly forward. The curriculum and teaching methods should be designed to serve this kind of education for the future rather than to train for the practice of the present.

29 Certain interdisciplinary concepts (information science is an example) are so intimately related to the basic concepts underlying library service that they properly become a part of the library school curriculum rather than simply an outside specialty. Where such content is introduced into the library school it should be incorporated into the entire curriculum, enriching every course where it is pertinent. The stop-gap addition of individual courses in such a specialty, not integrated into the program as a whole, is an inadequate assimilation of the intellectual contribution of the new concept to library education and thinking.

30 In recognition of the many areas of related subject matter of importance to library service, library schools should make knowledge in other fields readily available to students, either through the appointment of staff members from other disciplines or through permitting students to cross departmental, divisional, and institutional lines in reasoned programs in related fields. Intensive specializations at the graduate level, building upon strengths in the parent institution or the community, are a logical development in professional library education.

31 Library schools should be encouraged to experiment with new teaching methods, new learning devices, different patterns of scheduling and sequence, and other means, both traditional and nontraditional, that may increase the effectiveness of the students' educational experience.

32 Research has an important role to play in the educational process as a source of new knowledge both for the field of librarianship in general and for library education in particular. In its planning, budgeting, and organizational design, the library school should recognize research, both theoretical and applied, as an imperative responsibility.

Continuing Education

33 Continuing Education is essential for all library personnel, professional and supportive, whether they remain within a position category or are preparing to move into a higher one. Continuing education opportunities include both formal and informal learning situations, and need not be limited to library subjects or the offerings of library schools.

34 The "continuing education" which leads to eligibility for Senior Librarian or Specialist positions may take any of the forms suggested directly above so long as the additional education and experience are relevant to the responsibilities of the assignment.

35 Library administrators must accept responsibility for providing support and opportunities (in the form of leaves, sabbaticals, and released time) for the continuing education of their staffs.

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American Library Association
May 1977

A SELECT BIBLIOGRAPHY OF MATERIALS RELATING TO POSITION CLASSIFICATION IN LIBRARIES

Compiled by
William J. Crowe, Jr.
Indiana University Libraries
(on leave, 1976-1977, as Council on Library Resources Academic Library Management Intern, the University of Michigan Library)

May
1977

Prepared for the American Library Association OLPR/LED/LAD preconference on "Effective Personnel Utilization: LEPU Guidelines and Principles," June 16, 1977, Detroit, Michigan

Note: Only materials issued since 1960 are included. All annotations are meant to be descriptive, not evaluative.

"Alternatives: current arrangement of job classifications and related matters," Cornell University Library Bulletin No. 188:13-14 (March 1974).

An appraisal of the job classifications, job descriptions, and salary levels in the Cornell University Libraries by "a group of supportive staff members." Essentially an expression of concern from a select group, "none (of whom) is an expert on personnel problems and policies."

Asheim, Lester E. "Education and Manpower for Librarianship," ALA Bulletin 62:1096-1106 (October 1968).

A revised form of these recommendations was adopted by the Council of the American Library Association as the Associations' "Policy Statement on Library Education and Manpower." Comments from a cross-section of librarians follow the article.

Association of Research libraries. Systems and Procedures Exchange Center. Personnel Classification (Spec Kit) (Washington, D.C., 1974).

A compilation of documents from [illegible] research libraries, including examples of classification schemes, job descriptions, statements of the purpose of classification, committee reports, reports on peer participation in classification, reports on the equivalence of library and academic classifications, and instructions for the preparation of job descriptions.

Benco, Nancy L., "Job Classification at the Library of Congress," Library of Congress Information Bulletin 31:1-2 (January 6, 1972); 31:11-13 (January 13, 1972); 31:21 (January 20, 1972).

A series of three articles which takes a close look at job classification at the Library of Congress explaining what classification is and how it works.

Canadian Association of College and University Libraries. Position Classification and Principles of Academic Status in Canadian University Libraries (Ottawa: Canadian Library Association, 1969). 24 p.

Policy statement adopted in June 1969 by CACUL to provide basic principles of classification of professional librarians, principles governing selection of librarians, and detailed position descriptions of responsibilities, duties, and experience for librarians at various levels (and for library specialist and positions other than librarians). Similar descriptions are provided for library support staff at different levels of responsibility.

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Clark, Philip M. Personnel for Research Libraries; Qualifications, Responsibilities and Use. Final Report (ERIC No. 072 836, 1973). 131p.

"The project was conceived to examine the current manpower situation in research libraries and to develop a methodoligical model for projective future personnel needs. Eight academic research libraries were selected for investigation and three instruments developed to gather data toward these ends. . . . Based on the data collected a predictive model is proposed and discussed in terms of extensive organizational models of the academic library." --ERIC abstract

Downs, Robert B. and Delzell, Robert F., "Professional Duties in University Libraries," College and Research Libraries 26:30-39 (January 1965).

A preliminary report of the Committee on Academic Status of the Association of College and Research Libraries University Section. In connection with the study, libraries were asked to furnish job analyses or descriptions. Detailed specifications for levels of professional librarians are presented from the University of California, the University of Michigan, and the University of Illinois. For comparative purposes, the characteristic duties and responsibilities of the three grades of library clerks at the University of Illinois are given, as are characterizations of classes of librarians in federal government service. Levels of educational preparation for library workers is also discussed.

Illinois Library Task Analysis Project, 1969-1974

PHASE I

Social, Educational Research and Development, Inc. A Task Analysis of Library Jobs in the State of Illinois (ERIC No. ED 040 723, 1970). 199p.

"A Survey of 18 Illinois libraries resulted in the identification of 1,615 tasks performed within the library environment. Each task is rated and scaled including: (1) performance standards (four scales); (2) the task environment; (3) the extent to which a task concerns data, people, and things; (4) the mathematics, language and reasoning levels required by the task; (5) the kinds of instructions the worker received in conducting the task and (6) the training time; (7) the time taken to complete the task and (8) the physical demands. -- ERIC abstract

PHASE II

Canelas, Dale Brunelle. Task Analysis of Library Jobs in the State of Illinois: A Working Paper on the Relevance of the Study to Academic Libraries (ERIC No. ED 067 113, 1971). 203p.

"The findings of 'A Task Analysis of Library Jobs in the State of Illinois' (ED 040723), the SERD Report (Social, Educational Research and Development, Inc.), are evaluated and applied to academic libraries in this study. The tasks are grouped by function and by training time order, and then arranged in task clusters by performance level." --ERIC abstract

Ricking, Myrl. Illinois Task Analysis Project: Phase II, A Study (ERIC No. ED 067 111, 1971). 65p.

"The primary objective of this study was to test the validity of the American Library Association policy statement on Library Education and Manpower by applying it to the tasks described in Phase I of the Illinois Task Analysis Project. A model was to be developed in which the tasks would be arranged in accordance with the definitions established in the policy statement, on the basis of the consultant's experience and judgment and the scaling of all appropriate factors by SERD(Social, Educational Research and Development, Inc.) This would be the exact process which would have to be followed by an administrator attempting to apply the new manpower policy in an individual library, and the result . . . should also serve as a demonstration to administrators of how to make such application to positions in their own libraries. The study was based on public libraries . . . " --ERIC abstract

Wiese, M. Bernice. Proposals for an Organizational Model, Job Descriptions, and Training Programs for the Supportive Staff of School Library Media Systems (ERIC No. ED 067 112, 1971). 137p.

"The SERD (Social, Educational Research and Development, Inc.) Report, also known as "A Task Analysis of Library Jobs in the State of Illinois" (ED 040 723) studies the problem of the proper utilization of library manpower from the viewpoint of the employee. The present report analyzes the data in the SERD report and prepares proposals for an organizational model, job descriptions, training programs, and instructional materials for the support staff of a school library media center. In the analysis, library manpower was viewed in terms of its relationship to the following factors: community manpower resources, traditional employment requirements, the worker as a person, modernizing organizations, and the needs of the future." --ERIC abstract

PHASE III

Ricking, Myrl and Booth, Robert E., Personnel Utilization in Libraries (Chicago: American Library Association, 1974).

The Phase III document of the Illinois Library Task Analysis Project "is . . . a synthesis, rather than a summary, of all the preceding phases, including the reactions and criticisms . . . Its greatest use will probably be in small to medium sized public and college libraries and in school libraries."

The authors found "that the definition of goals must come before the identification of tasks; that tasks derive from programs; programs develop in response to stated goals; stated goals come from the assessment of needs."

The work thus becomes much more than an updating of the 1948 ALA Descriptive List of Professional and Nonprofessional Duties in Libraries. --Cf. Foreword, pp. viii-ix.

Inglewood Public Library (California). Library Position Descriptions (ERIC No. ED 046 425, 1970). 121p.

"This study is a revision of an earlier study, 'Library Organization, Positions and Relationships', prepared in 1969. A new classification plan and job changes required a re-evaluation. There are 51 position descriptions grouped into ten major areas of activity. The description of each activity includes: (1) the function, (2) organization structure and (3) workload. Comments to aid in evaluation of the activity such as background, resources, services, and programs are included." --ERIC abstract

Lechner, Marian G. "How one company describes and pays librarians," Special Libraries 52:455-458 (October 1961).

An analysis of the job description of the librarian of the Connecticut General Life Insurance Comapny in relation to the company salary administration program. Evaluation factors and standards of performance are described.

Library Association. Research and Development Committee. Professional and Non-Professional Duties in Libraries; a Descriptive List. 2d ed. (London: Library Association, 1974). 86p.

Chapters are arranged on a functional basis so that professional and non-professional duties are outlined in the areas of general administration, personnel management, public relations, selection, cataloging, information assistance, etc.

Miller, Rosanna. "Paraprofessional: the distorted shadow of the paraprofessional colossus falls across the entire spectrum of library employment," Library Journal 100:551-554 (March 15, 1975).

A brief analysis of the problems of defining professional and paraprofessional responsibilities, with examples drawn from academic library experience.

National Education Association: Research Division. School library personnel task analysis survey. (Chicago: American Library Association, 1969.) 91p.

A report prepared in Phase I of the School Library Manpower Project in a national study to identify tasks performed by school library personnel in unified service programs at the building level.

Prevot, George W. "Describing and analyzing the librarian's job," Special Libraries 52:450-451 (October 1961).

" . . .remarks on the preparation of job analyses and job description techniques . . . based largely on the ways these functions are performed at the Metropolitan Life Insurance Company."

Rothenberg, Leslie Beth, et al., "A job-task index for evaluating professional utilization in libraries," Library Quarterly 41:320-328 (October 1971).

"An index designed to measure the extent of a subject's involvement in twenty-seven library-related job tasks is reported, together with data obtained in a survey of 4,000 professional and non-professional library employees in 2,100 health sciences libraries. The Job-Task Index was developed to measure the professionalism of a subject's work involvement and served as the basic tool in a study of manpower utilization. The general conclusion to be drawn from this application of the index is that library personnel are often employed at job levels which are inconsistent with their professional status, chief-librarian status, income, and age. This condition tends to result in a loss of professional talent to the field and of professional status to librarianship." --Abstract preceding article

Schulman, Richard D., "Position classification and pay plans; important instruments in library personnel administration," News Notes of California Libraries 59:277-280 (Spring 1964).

A basic description of the objectives, characteristics, and implementation difficulties of classification and pay plans, with emphasis on public libraries and the support they may obtain from local and state government personnel services.

Sergean, R. and McKay, J. R., "Description and Classification of Jobs in Librarianship and Information Work," Library Association Record 76:112-115 (June 1974).

A brief description of a manpower project based at the Post-Graduate School of Librarianship and Information Science at Sheffield (Eng.) University. Discusses forms of job description used in various studies; introduces a questionnaire developed in the Project for description and classification of all types of library jobs, with emphasis on "total work," rather than on task analysis.

Shaffer, Dale E., Library Job Descriptions: Examples Covering Major Work Areas (ERIC No. ED 087 485, 1973). 42p.

"Twenty-four examples of job descriptions are presented . . . [which] . . . attempt to cover most of the major work activities performed in public, college, university and special libraries . . . in organizational areas of administration, cataloging, acquisitions, circulation, reference, and audiovisual media . . . Each . . . includes job title, qualifications, responsibilities and duties . . ." --ERIC abstract

Tompkins, Marjorie M., "Classification Evaluation of Professional Librarian Positions in the University of Michigan," College and Research Libraries 27:175-184 (May 1966).

A description of the scheme developed in 1965. Analysis of each position by an appointed staff committee included conferences between an interviewer and the position's incumbent and supervisor and application of an evaluation chart with numerical values for measurable requirements and responsibilities in each position.

Typical Class Specifications for Professional Positions in Public Libraries Under Civil Service. Revised (New York Library Association, February 1974: ERIC No. ED 100 330). 22p.

"Revised class specifications are provided for professional staffing in public libraries of various sizes in New York state. Descriptions are provided for each job within the civil service hierarchy . . . and the various grades of library assistant director and director. Each job description enumerates duties, distinguishing features of the job class, and employment qualifications." --ERIC abstract

Vosper, Robert G., "Needed: An Open End Career Policy; a Critique of Classification and Pay Plans for Libraries," ALA Bulletin 56:833-835 (October 1962).

Possibly the first major statement in support of comparable rewards for specialists in libraries equal to their expertise and qualifications, irrespective of administrative assignments.

Ward, James E., Education and Manpower in Tennessee Libraries (ERIC No. ED 063 963, 1971). 141p.

"All of the libraries in Tennessee were surveyed in an effort to determine both the manpower needs and the classification of all library personnel on the basis of the newly adopted categories in the American Library Association (ALA) policy on library education and manpower . . ." --ERIC abstract

Weber, David C., "The Place of 'Professional Specialists' on the University Libraries Staff," College and Research Libraries 26:383-388 (September 1965).

Discusses the exceptional specialist, e.g., archivist, curator, information specialist, or audio-visual specialist, and the preferential salary deserved in such positions. Examples are given; conditions of appointment and job descriptions are provided.

Wight, Edward A. "Work, space and personnel in work with children and young people," California Librarian 23:147-154 (July 1962).

A review of several areas of children's librarianship, including an analysis of the problems of identifying factors which would distinguish classes of professional positions in work with children. Information drawn from several San Francisco Bay area libraries. (Wight presented a California Library Association report, Separation of Professional and Nonprofessional Work in Public Libraries in 1952.)

Wilkinson, John; Plate, Kenneth, and Lee, Robert, "A Matrix Approach to Position Classification," College and Research Libraries 36:351-363 (September 1975).

Describes a classification scheme at the University of Western Ontario based on five ranking factors: degree of expertise required, independence and freedom of action, level of formal external contact, planning and development of programs, and to a limited extent supervision of personnel. The last factor does not apply to specialist positions.

Harvard University

Job Description

Job Title Library Assistant I Date Prepared April 1, 1977

Non-exempt Salary Grade 1 Job Code 413

Function:

Under direct supervision, performs a variety of simple tasks usually involving the physical handling of library materials.

Typical Duties:

1. stamps, embosses and attaches labels to books;
2. types labels and other straight copy material;
3. sorts and files records and library materials in simple alphabetical and numerical sequence;
4. checks and corrects sequence of material on shelves;
5. shelves library material;
6. performs related duties as required.

Qualifications Required:

Education: High school graduate preferred.

Experience: Typing may be required.

Replaces description dated May 1, 1970

Harvard University

Job Description

Job Title Library Assistant II Date Prepared April 1, 1977

Non-exempt Salary Grade 2 Job Code 414

Function:

Under direct supervision, performs a variety of detailed library clerical and/or public contact duties.

Typical Duties:

1. answers general questions from patrons and staff referring inquiries to immediate supervisor;
2. charges and discharges materials at circulation and reserve desks, maintaining and processing related records and statistics;
3. checks student carrels for improperly charged books;
4. checks and records simple pre-ordering and pre-cataloging information;
5. opens and sorts incoming serials and monographs;
6. files catalog cards and order forms and other library material;
7. types catalog cards;
8. keeps special collections in proper order and occasionally shelves material;
9. operates copying machine and takes orders for photographic reproductions of library material;
10. keypunches information for library records;
11. performs related duties as required.

Qualifications Required:

Education: High school graduate.

Experience: Previous related work experience and some familiarity with a foreign language preferred. Typing may be required.

Replaces description dated May 1, 1970

Harvard University

Job Description

Job Title Library Assistant III Date Prepared April 1, 1977

Non-exempt Salary Grade 3 Job Code 415

Function:

Under general supervision, performs a combination of detailed library clerical duties requiring accuracy and general understanding of library procedures. Substantial public contact may be involved.

Typical Duties:

1. answers patron and staff inquiries concerning operation of library unit;
2. interprets card catalog and shelflist records to initiate billing, recall, tracing, and binding procedures or to make minor corrections;
3. revises, compares, routes and mails various order forms;
4. files multi-language catalog cards applying complex filing rules;
5. keypunches information for various library records and checks data for completeness and accuracy;
6. assists in maintenance of book stack by participating in space planning and occasionally shelving and straightening material;
7. maintains unit's files, records and statistics;
8. types forms and letters and may compose routine correspondence;
9. distributes work to casual assistants;
10. performs related duties as required.

Qualifications Required:

Education: Some college background preferred.

Experience: Familiarity with a foreign language and library or related experience preferred. Typing may be required.

Replaces description dated May 1, 1970

Harvard University

Job Description

Job Title Library Assistant IV

Date Prepared April 1, 1977

Non-exempt Salary Grade 4

Job Code 419

Function:

Under general supervision, performs a combination of skilled library duties requiring understanding of library-wide procedures and specialized knowledge in a subject area, language or library function.

Typical Duties:

1. searches bibliographic data in catalogs, reference sources, files and data bases for various purposes, such as ordering, lending, or cataloging;
2. participates in routine cataloging using prepared copy and/or existing data;
3. answers general reference questions and composes related correspondence;
4. edits, revises and verifies keypunched bibliographic records;
5. receives and processes acquisitions for payment and catalog disposition;
6. corresponds with vendors and publishers resolving initial receipt problems;
7. records receipt of serials, checking for accuracy, missing items and initiates corrective action;
8. completes call number using prescribed schemes and records in shelflist;
9. composes and types letters and forms;
10. assists in training of and/or assigning work flow to casual assistants or not more than three support staff;
11. performs related duties as required.

Qualifications Required:

Education: College degree preferred.

Experience: Reading knowledge of a foreign language and/or knowledge of particular subject matter required. Typing may be required. Library experience preferred.

Replaces description dated July 1, 1972

Harvard University

Job Description

Job Title Library Assistant V Date Prepared April 1, 1977

Non-exempt Salary Grade 5 Job Code 416

Function:

Under supervision, performs a combination of complex duties for a specific area within the library requiring understanding of library-wide procedures.

Typical Duties:

1. oversees the day-to-day detailed clerical and/or processing function of a specific area within the library;
2. corresponds with vendors and publishers resolving intricate receipt problems;
3. assists in cataloging assigned material within established guidelines;
4. oversees and resolves problems relating to searching bibliographic data;
5. serves as source of information on established policies and procedures for library patrons and staff;
6. assists in hiring, directing, and scheduling work flow of casual assistants;
7. trains and assigns work flow to not more than three support staff personnel;
8. performs related duties as required.

Qualifications Required:

Education: College degree preferred.

Experience: Two or three years library or related experience required. Language facility, subject or technical competence and/or supervisory ability may be required.

Replaces description dated June 1, 1972

Non Professional Positions
LSU Library
Baton Rouge, LA

Library Assistants:

In July 1976, a five-level classification for Library Assistants was approved. The classification levels, which are attached, were intended to offer opportunities for advancement for staff members in this category of position. The thirty-seven (37) Library Assistants are classified as follows: 1 Library Assistant IV, 1 Library Assistant III, 11 Library Assistant II's, and 24 Library Assistant I's.

Civil Service Positions:

There are twenty-two persons employed under Louisiana Civil Service classifications. The following classifications and number of positions are available in the LSU Library:

Secretary - 1
Accountant I - 1
Clerk IV - 2
Typist Clerk III - 14
Typist Clerk II - 1
Clerk III - 1
Records Preservation Technician - 1
Trades Helper - 1

LIBRARY ASSISTANT CLASSIFICATIONS

LIBRARY ASSISTANT I GRADE LEVEL I ($7,000 minimum)

Education: Bachelor's degree required

Duties/Functions: Performs non-professional library routines; generally under the supervision of a more experienced Library Assistant or Librarian

Promotion Eligibility: May be considered for promotion at the end of three years of satisfactory performance in this level

LIBRARY ASSISTANT II GRADE LEVEL III ($9,000 minimum)

Education: Bachelor's degree with at least three years experience as a Library Assistant

Duties/Functions: Performs complex non-professional library routines with or without supervision; may perform certain supervisory functions

Promotion Eligibility: May be considered for promotion at the end of five years of outstanding service in this level

LIBRARY ASSISTANT III Grade Level V ($11,000 minimum)

Education: Bechelor's degree required. Master's degree (non-library science) or extensive library course work desirable. Extensive library experience

Duties/Functions: Performs highly specialized non-professional routines. May supervise other Library Assistants and/or Civil Service employees.

Promotion Eligibility: May be considered for promotion at the end of five years of outstanding performance in this level and must meet the requirements of the next level

LIBRARY ASSISTANT IV Grade Level VII ($13,000 minimum)

Education: Appropriate non-library science masters degree required. Extensive library experience

Duties/Functions: Performs highly specialized non-professional library tasks requiring specific expertise. May perform supervisory functions and administrative duties

Promotion Eligibility: May be considered for promotion at the end of five years of outstanding service in this level and must meet the requirements of the next level

State Library
Baton Rouge

040

LIBRARY ASSISTANT V Grade Level IX ($15,000 minimum)

Education: Ph.D. required. Minimum of five years library experience

Duties/Functions: Performs highly specialized non-professional library tasks requiring specific expertise. May perform supervisory functions and administrative duties.

Although a library assistant will normally be expected to serve the minimum period in rank to be eligible for promotion, the quality of service is more important than length. An exceptional candidate, one whose performance has been truly outstanding, may be promoted before serving the usual period in rank. The fact that a library assistant has satisfied the minimum time in rank requirement, however, does not automatically qualify one for promotion.

Initial appointments will be made at the level corresponding to educational qualifications and experience of the appointee.

Code: 1147
R: 6-4-74

SECRETARY

DISTINGUISHING FEATURES OR CHARACTERISTICS OF WORK

This is responsible secretarial work in relieving an executive of routine clerical and office detail. Work involves responsibility for ensuring the smooth flow of correspondence and attention to administrative action matters in office operations. Incumbents also make policy interpretations and act with authority on administrative matters when assigned, or in the absence of unavailability of their supervisor. Incumbents of positions allocated in this class serve as secretary to the head of a division in major state agencies or serve as secretary to another official in addition to performing clerical tasks equal in responsibility to those performed by incumbents of positions allocated to the class of Clerk IV.

Work is performed in accordance with accepted standards and techniques for secretarial assignments and with strict confidentiality. Supervision is of a general nature and usually involves no technical instructions on methods to be used in achieving results, but consist mainly of only the desired results. Supervision may be exercised over a small number of employees in connection with general office functions.

This class differs from that of Administrative Secretary by lack of responsibility for serving as secretary to a director of a major agency. It differs from Stenographer Clerk III by the assigned responsibility for serving as secretary to the head of a division in a major state agency, or for the performance of clerical tasks equal in responsibility to those performed by incumbents of positions allocated to the class of Clerk IV in addition to serving as secretary to an official.

EXAMPLES OF WORK (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

As secretary to the head of a department or large division, takes and transcribes dictation, prepares and signs the supervisor's name to correspondence, interoffice forms, requisitions and similar papers.

Sorts and allocates all mail delivered to the office of the executive to the proper divisions; answers correspondence which is not sent to particular sections or units and does not require attention of the superior.

Maintains frequent contacts for the executive with public and private professional persons, and other officials.

Makes final appointments for superior, using judgment in making tentative appointments, calling back later to confirm the time arrangements, after superior has approved of schedule.

Makes arrangements for regularly scheduled conferences or staff meetings, or at the direction of the superior, makes arrangements for special meetings or conferences, notifying the conferees by telephone or by letter of the date, time and place of the meeting.

Receives callers to the department or division; arranges for interviews where necessary; and handles routine matters personally.

Initiates follow-up letters or memoranda of an administrative nature and composes replies to letters of a personal nature; reviews correspondence written by a superior's subordinate for correct expression of superior's viewpoint.

May have as incidental assignment the supervision of a small clerical or stenographic staff.

LSC Library

SECRETARY (CONT'D)

QUALIFICATION REQUIREMENTS

Ability to type at least 40 words per minute and take dictation at 80 words per minute plus three years of experience in which clerical work was a major duty, one year of which must have been in a stenographic position above the beginning level.

SUBSTITUTIONS:

Full-time training in a business, office machines, secretarial science, or closely related curriculum in a vocational technical or business school may be substituted for the required general experience on a month for month basis.

College training may be substituted for the required experience on the basis of 30 semester hours for one year of experience.

Code: 1040
R: 10-4-68

ACCOUNTANT I

DISTINGUISHING FEATURES OR CHARACTERISTICS OF WORK

This is professional accounting work of a routine nature. Routinization is indicated by the presence of established work patterns and precedents, with deviations referred to higher authority. A professional level of accounting is indicated by the presence of duties involving the maintenance of various accounting ledgers reflecting a variety of funds, or by the maintenance of controls and balances on a variety of accounting activities, or by the preparation of fiscal statements and reports from a variety of selective sources, or combinations of these activities. In addition to these mechanical aspects of accounting, work also involves the application of professional accounting principles and techniques in the analysis of agency accounting functions to determine the legality and propriety of its fiscal activities and the effectiveness of its accounting systems.

Work is performed in accordance with rules, regulations, and policies of the agency served; as set forth in accounting procedures and systems established by higher authority; under the provisions of law and administrative directives. Work is usually performed independently within specific accounting areas, subject to review or audit by higher authority. Supervision is received from an agency administrative officer or from an Accountant of higher grade. Supervision may be exercised over subordinate Account Clerks, or over clerical personnel.

Accountant I positions are distinguished from Account Clerk II positions by requirements for the use of professional accounting methods and a professional accounting background as reflected in duties involving a wide variety of funds handled, by the presence of balancing operations, by the preparation of fiscal statements and reports requiring professional insight for the selection of data and information to be used, or by all of these factors in agency chief accounting officer positions. Complete supervision over Account Clerks II also distinguishes Accountant I positions from Account Clerk II positions.

Accountant I positions are distinguished from Accountant II positions by a lack of complete supervision over an Accountant I or by a lack of responsibilities for performing accounting work of the utmost complexity. In agency chief accounting officer positions, complexity at the second level arises from the multiplicity of accounting transactions, sources of funds, subsidiary records required, variances in types of expenditures, or the restrictions on the use of funds.

EXAMPLES OF WORK (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

Maintains journals and account ledgers reflecting a sufficient variety of funds to require the use of professional accounting methods and insight.

Maintains purchase order registers and other fiscal records.

Maintains controls, and performs balancing operations on a limited number of accounting activities, or assists in similar operations in larger and more complex accounting systems.

Prepares fiscal statements and reports of a professional nature within specific account limits, or assists in similar activities involving a wider variety of accountin areas.

Prepares fiscal analyses in very limited accounting areas, or assists in such activities in several accounting areas.

Supervises and participates in the preparation of payrolls, pre-auditing functions and various other clerical-accounting activities.

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ACCOUNTANT I (CONT'D)

QUALIFICATION REQUIREMENTS

Graduation from an accredited four-year college or university with a minimum of 12 semester hours in accounting.

Experience in which accounting or bookkeeping was the primary duty may be substituted for the required college training on a year for year basis. The completion of a 9 to 12 month business course which included accounting subjects may be substituted for one year of college training.

Code: 1053
R: 5-17-73

CLERK IV

DISTINGUISHING FEATURES OR CHARACTERISTICS OF WORK

This is important and responsible clerical work involving responsibility either for the supervision of a major clerical unit, or for the independent performance of specialized clerical duties. Final and responsible decisions are made which are in accordance with the policies and practices of the agency served and the laws or regulations controlling its operation. Employees in this class are functionally responsible for the program or phase of activity to which assigned, and work is performed under general direction only. Decisions are rarely reviewed in the absence of complaints. Supervision may be exercised over a large number of clerks engaged in routine repetitive operations or a few clerks engaged in specialized operations.

EXAMPLES OF WORK

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

Performs specialized or semitechnical clerical work involving the exercise of independent and unreviewed judgment in making decisions.

Examines, checks, and verifies complex statistical and other reports for completeness, propriety, adequacy, and accuracy of computations; determines conformity to established requirements, and personally follows-up the more complicated discrepancies.

Carries on important correspondence related to specific fields of activity without instruction or review.

Supervises and trains a large staff of clerical employees engaged either in maintaining an extensive general file for a large department or in the preparation of various records.

Acts as chief clerk or office manager in a small department or a large field office directing stenographic, filing, incidental purchasing and other clerical services, requisitioning office supplies, supervising the maintenance of office accounts and the preparation of office records of various kinds.

Supervises clerical activities of a highly specialized or research unit.

QUALIFICATION REQUIREMENTS

Three years of experience in which clerical work was a major duty, including at least one year above the beginning level.

SUBSTITUTIONS

Full-time training in business, office machines, secretarial science, or closely related curriculum in a vocational-technical or business school may be substituted for the required general experience on a month for month basis.

College training may be substituted for the required experience on the basis of 30 semester hours for one year of experience.

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Code: 1091
R: 6-4-74

TYPIST CLERK III

DISTINGUISHING FEATURES OR CHARACTERISTICS OF WORK

This is important and varied clerical and typing work entailing responsibility for the independent performance of duties which require the exercise of judgment in making decisions in accordance with policies and practices of the agency served, and the laws or regulations controlling its operation. This responsibility may arise from the fact that the operations are of a type for which a routine cannot be established, or because the application of established procedures requires the making of final and responsible decisions. Employees in this class frequently develop and refine their own routine and are required to carry their work to completion. Work is performed under general supervision, and specific assignments are seldom necessary, since most work reaches these employees in the normal flow within the agency. The work may not be reviewed in the absence of complaints. Supervision is frequently exercised over a number of clerical employees.

EXAMPLES OF WORK

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

From rough draft, dictating machine or instructions, types letters, memoranda, forms, and other materials.

Compiles, edits, and types regular and special reports concerning the operation of the agency served; secures a variety of data from departmental records and outside sources and compiles various breakdowns of data.

Performs semitechnical clerical work involving the exercise of independent and unreviewed judgment in making important decisions, and supervises and trains subordinate clerical employees in the technical phase of the work.

Plans, organizes, and assigns the work of a number of subordinates, maintains production, develops, and revises procedures, and reviews difficult work.

Examines, checks, and verifies complex statistical and other reports for completeness, propriety, adequacy, and accuracy of computation; determines conformity to established requirements, and personally follows-up the more complicated discrepancies.

Acts as clerical assistant to an administrator, composes important correspondence frequently without review or instruction, interprets administrative decisions and policies as explained by superior, relieves the administrator of all clerical detail and minor administrative matters, and transmits orders and instructions with the authority of the superior.

QUALIFICATION REQUIREMENTS

Ability to type at least 35 words per minute plus two years of experience in which clerical work was a major duty.

SUBSTITUTIONS

Full-time training in a business, office machines, secretarial science, or closely related curriculum in a vocational technical or business school may be substituted for the required experience on a month for month basis.

College training may be substituted for the required experience on the basis of 30 semester hours for one year of experience.

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Code: 1090
R: 6-4-74

TYPIST CLERK II

DISTINGUISHING FEATURES OR CHARACTERISTICS OF WORK

This work involves the performance of complex and important clerical operations, and requires the exercise of judgment based upon knowledge gained through experience. Such decisions as are made, however, are in accordance with established precedents or departmental policies. The variety and difficulty of the work differs among positions; but where the work is routine, there is an added responsibility for finality of action, and the more difficult and important work is performed under closer supervision. In all cases, advice and assistance are available in handling unusually difficult or important matters. Supervision may be exercised over a few employees assisting with routine details. Subject matter and speed of typing is not a factor in distinguishing this class from Typist Clerk I

EXAMPLES OF WORK (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

From rough draft, dictating machine, or instructions, types forms, accounting and financial statements, letters, payrolls, receipts, medical reports and case histories, vouchers, departmental reports, various permits, and other reports.

Composes and types correspondence, requiring knowledge of departmental operations and regulations, which may not be reviewed by a superior.

Performs computations and posts to statistical and other records requiring knowledge of complex regulations, and follows-up discrepancies by personal contact or correspondence.

Supervises several clerical employees engaged in posting, filing, sorting, taking dictation, and typing clerical or other routine work; sees that procedures are followed; maintains production, and checks the more difficult work.

Examines applications for permits, charters, and licenses, determines compliance with laws, rules, and regulations, reports discrepancies to a superior, or follows-up in person and by correspondence to obtain further information.

Maintains general office files, simple account records; and a variety of other office records.

Answers telephone, or acts as office receptionist, routes visitors and calls, secures and gives out information to the public in reference to departmental services, policies or regulations.

QUALIFICATION REQUIREMENTS

Ability to type at least 35 words per minute plus six months experience in which clerical work was a major duty.

SUBSTITUTIONS

Full-time training in a business, office machines, secretarial science, or closely related curriculum in a vocational-technical or business school may be substituted for the required experience on a month for month basis.

College training may be substituted for the required experience on the basis of 30 semester hours for six months of experience.

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Code: 1052
R: 5-17-73

CLERK III

DISTINGUISHING FEATURES OR CHARACTERISTICS OF WORK

This is important and varied clerical work entailing responsibility for the independent performance of duties which require the exercise of judgment in making decisions in accordance with policies and practices of the agency served and the laws or regulations controlling its operations. This responsibility may arise because the operations are of a type for which a routine cannot be established, or because the application of established procedures requires the making of final and responsible decisions. Employees in this class frequently develop and refine their own routine, and are required to carry their work to completion. Work is performed under general supervision and specific assignments are seldom necessary, since most work reaches these employees in the normal flow within the agency. The work may not be reviewed in the absence of complaints. Supervision is frequently exercised over a number of clerks or other subordinates.

EXAMPLES OF WORK

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

Performs semitechnical clerical work involving the exercise of independent and unreviewed judgment in making important decisions and supervises and trains subordinate clerical employees in the technical phases of the work.

Acts as clerical assistant to an administrator, composes important correspondence frequently without instruction or review, interprets administrative decisions and policies as explained by supervisor, relieves the administrator of all clerical detail and minor administrative matters, does informational research, and transmits orders and instructions with the authority of the superior.

Plans, organizes, and assigns the work of a number of subordinates, maintains production, develops, and revises procedures, and reviews difficult work.

Supervises the maintenance of a wide variety of clerical records, such as perpetual inventories of supplies and materials, and statements of expenditures, and reconciles departmental records with central records.

Examines, checks, and verifies complex statistical and other reports for completeness, propriety, adequacy, and accuracy of computations; determines conformity to established requirements, and personally follows-up the more complicated discrepancies.

Carries on important correspondence relating to a special field in the enforcement of laws or regulations with review only in exceptional cases.

QUALIFICATION REQUIREMENTS

Two years of experience in which clerical work was a major duty.

SUBSTITUTIONS

Full-time training in a business, office machines, secretarial science, or closely related curriculum in a vocational-technical or business school may be substituted for the required experience on a month for month basis.

College training may be substituted for the required experience on the basis of 30 semester hours for one year of experience.

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Code: 1379
R: 6-6-74

RECORDS PRESERVATION TECHNICIAN II

DISTINGUISHING FEATURES OR CHARACTERISTICS OF WORK

This is responsible supervisory work involving administrative and technical direction of a statewide records preservation function providing complete records preservation services by photo-duplication to all public jurisdictions on a cost basis. Work requires extensive contact with the officials of client agencies in planning and estimating project operations and costs. Incumbents make project assignments to Records Preservation Technicians I on the basis of relative estimated difficulty and complexity of the project being programmed.

General direction is received from the department head with wide latitude given for planning and organizing functional operations, in establishing and assessing costs for services rendered to public jurisdictions, and in programming work schedules. Incumbents participate in policy making activities affecting their work program.

This class differs from that of Records Preservation Technician I by the responsibility for planning and programming statewide operations in providing extensive records preservation services on a cost basis. It differs from classes in the Duplicating Equipment Supervisor series by emphasis on the preservation of original records and documents and by the absence of responsibility for administering a duplication function utilizing a multiplicity of reproduction processes.

EXAMPLES OF WORK (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

Plans, directs and coordinates the operation of equipment used in records preservation and duplication.

Directs the preparation of requisitions for the purchase of supplies and equipment.

Supervises the maintenance of supply and equipment inventories.

Investigates, analyzes and prescribes the optimum adaptation of technological public jurisdictions.

Confers with and offers technical advice to appropriate officials regarding capabilities of equipment, techniques of functional operations and the most feasible methods of handling, transporting, storing, preserving and photo-duplicating records and documents.

Maintains necessary operating cost records.

Directs, through subordinate personnel, all related processes, techniques and work methods.

QUALIFICATION REQUIREMENTS

Two years of experience or training in the operation of microfilm or other photo-duplication equipment.

LSC Library

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Code: 2092
R: 4-22-66

TRADES HELPER

DISTINGUISHING FEATURES OR CHARACTERISTICS OF WORK

This is routine semiskilled work in assisting one or more journeymen in any building or mechanical trade or in performing routine independent tasks of a trade. Work involves the performance of physical labor but mostly semiskilled work, such as electrical, painting, carpentry, plumbing, sheet metal, automotive, and welding operations. Tasks performed are normally confined to heavy, rough work as a helper. Duties become increasingly responsible as the incumbent acquires experience on the job. Work is normally performed under supervision of a skilled tradesman, and is subject to check in process and upon completion.

EXAMPLES OF WORK (Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.)

(MECHANICAL TRADES)

Assists mechanics in general repair work on automobiles, trucks, graders, motor patrols, tractors, and other standard equipment used in highway construction and maintenance; dismantles and prepares motor vehicles for general repairs, and assists in reassembling; assists in repairing and straightening frames, cabs and bodies of heavy automotive equipment.

Assists in forging, tempering, straightening, bending, drawing out, shaping, and welding iron and steel machinery parts, tools, and implements.

Assists in the construction, installation, and repair of fish screens and ladders

Operates drill presses, emery wheels, and other simple shop equipment as directed.

Performs related work as assigned or required.

(BUILDING TRADES)

Performs varied electrical tasks, such as assisting in installation, alteration, maintenance, and repair of wiring systems and electrical fixtures and equipment; answers minor maintenance calls in emergencies; renews cables, assists in stringing wires, replaces bulbs and globes, replaces fuses, and assists in more difficult maintenance and repair work.

Performs varied carpentry tasks, such as assisting a journeyman in general maintenance and construction work; operates simple power equipment such as sanding machines and electric drills and saws; does miscellaneous rough carpentry of a simple nature such as building fences, repairing barns, and similar structures.

Assists in the installation of new plumbing, including pipes, drains, lavatories tubs, faucets, and other plumbing fixtures and equipment; makes simple repairs on old plumbing, replacing breaks, renewing washers and valves, and cleaning and opening drains and other lines.

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Library

TRADES HELPER (CONT'D)

EXAMPLES OF WORK (CONT'D)

Assists in installing steam pipes, valves, dials, traps, fittings, connections, fixtures, and equipment.

Performs rough painting tasks; cleans surfaces to be painted by use of brushes, scrapers and dusters, applies red lead, aluminum paint, and previously mixed paints to surface such as beams, girders, and walls.

Performs a wide variety of unskilled or semiskilled tasks as a helper to a skilled workman.

Performs related work as assigned or required.

QUALIFICATION REQUIREMENTS

Ability to follow oral and written instructions.

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UNIVERSITY OF BRITISH COLUMBIA LIBRARY

POSITION DESCRIPTION University of British Columbia

DIVISION AND SECTION: Biomedical Branch

REVISED: 29 Dec 77

POSITION NUMBER: 602

SEEN BY: [signature] (Incumbent)

CLASSIFICATION: Library Assistant IV

APPROVED: [signature] (Divisional Head)

LIBRARY POSITION TITLE: Processing and Circulation Supervisor

APPROVED: Erik de Bruijn (Admin. Serv. Lib'n)

FUNCTION:

Supervises the operation of the library copy service and circulation service. Trains and supervises the supporting staff of the Biomedical Branch. Assists or temporarily replaces junior staff when necessary.

WORKING RELATIONSHIPS:

Works under the general direction of the Branch Head, following established routines. Supervises the junior staff.

DUTIES:

1. Schedules the work shifts of the Library Assistants and Student Assistants.

2. Organizes and supervises the work of the Circulation Desk, assigns work to junior staff.

3. Supervises the issuing of Library Cards to "BMB Only" borrowers and in co-operation with the Circulation division takes applications and assigns numbers to certain categories of University Borrowers.

4. Organizes the preparation of overdue notices and end of term "call in" and prepares bills for late returns and replacements.

5. Trains new staff and student assistants.

6. Manages the library copy service including the keeping of accounts, submitting of monthly reports and billing notices and arranging for servicing of the machine as required.

7. Is responsible for the order and appearance of the shelves and assigns and supervises student assistant shelf-reading.

8. Types correspondence, book cards, labels and the like or assigns required typing to junior staff.

9. Prepares new books for the shelves including the preparation of "temp cards" for the card catalogue and shelf list and maintains a file of new books received.

10. Keeps attendance records for junior staff and reports student assistant hours for payroll.

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11. Performs the duties of junior library assistants when they are not available.

12. Advises the Branch Head on the progress and performance of junior staff especially at the time of the probationary and annual evaluations.

13. Participates in the interviewing and selection of junior staff.

14. Provides basic reference service when no librarian is available.

15. Prepares the annual order for supplies.

16. Initiates improvements in routines in consultation with the branch Head.

17. Handles requests for special permission on loans and interprets library policy to students, faculty and hospital staff.

18. Supervises and participates in other projects such as inventories, book moves and the like.

19. Performs other duties related to the qualifications and requirements of the job.

PERFORMANCE CRITERIA:

Efficient training and supervision of staff. Careful organization of clerical routines. Courteous service to users.

QUALIFICATIONS AND REQUIREMENTS:

A University degree plus at least one year's Library experience at the L.A. III level or high school graduation plus at least four year's Library experience with at least one of these at the L.A. III level or completion of a two year Library Assistant Programme plus two year's Library experience, at least one of them at the L.A. III level. Special language or subject training required. Proven Supervisory and Administrative skills and abilities. Typing speed: 40 w.p.m. Must be able to work evening and weekend shifts. Familiarity with UBC Library system. Knowledge of Library filing rules. Knowledge of loan regulations and overdue policy.

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- POSITION DESCRIPTION -- MISCELLANEOUS -

LIBRARY CLASSIFICATION TITLE: Clerk II

DIVISIONAL TITLE: Audio Book Reader

SUPERVISION:

Works under the general supervision of the Branch Head and the Audio Technician.

DUTIES:

1. *Responsible for the professional recording of textbooks and related materials.*
2. *Responsible for rehearsal and artistic narrative reading of literary works, including poetry, for the creation of audio books.*
3. *Responsible for the narration of specific audio projects such as dramatizations, special announcements and recorded newsletters, etc.*
4. *Performs other duties related to the qualifications and requirements of the job.*

STANDARDS OF PERFORMANCE

Clear, concise, and artistic reading and narration in keeping with the material recorded.

SPECIAL QUALIFICATIONS

Professional background in broadcasting, acting or speech arts. Clear diction, free of accent or dialect. North American pronunciation of English preferred. Education background must be commensurate with the level of materials to be recorded, and a university background or degree is preferred. Voice qualities must be compatible with electronic recording equipment. Ability to read and pronounce a specific foreign language as required.

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UNIVERSITY OF BRITISH COLUMBIA LIBRARY

ORIGINAL CATALOGUING DIVISION

POSITION NUMBER: 245

LIBRARY CALSSIFICATION TITLE: Library Assistant I

DIVISIONAL TITLE: Junior Original Cataloguing Assistant

RESPONSIBILITY:

Responsible for assigned copying duties. Responsible for the fine sorting of cards for the Location File and Serial Record. Responsible for maintaining supplies in good order. Performs clerical tasks for the Head of the Division and senior staff.

SUPERVISION:

Works independently following an assigned work routine under the general supervision of the Head of the Division. Work performed in the Added Volumes Section is supervised by the Head of that Section. Some work is assigned and directed by cataloguers or senior library assistants. Detailed instructions are given.

DUTIES:

1. Collects books for the original cataloguers, copies the title pages to provide worksheets, and delivers the books to their appropriate locations.

2. Does the fine sorting by call number, of cards to be filed into the Location File and Serial Record. Also does the rough sorting when student help is not available.

3. Sorts and distributes mail and parcels for the Division.

4. Supervises supplies for the Division by ensuring that the supply cabinet is adequately stocked, notifying Division Head when annual supply is low, and filling individual requests as needed. Assists with the annual supply order.

5. Enters incoming material for the Cataloguing-in-Publication programme in the record book, copies and mails finished CIP products to the National Library, and records receipt and mailing dates.

6. Collects books for the Added Volumes Section and sorts and shelves them according to location destination. Removes the brown IBM cards and sends them for status up-dating.

7. Pulls serial record holdings cards and distributes them, with the volumes to be added, to the Added Volumes assistants. May assist with simple adding of bindery books.

8. Collects catalogued books from pick-up stations and delivers them to the Cataloguing Preparations collection shelves.

9. Copies serial cataloguing worksheets and delivers the copies to the Serials Division or Woodward Library as applicable.

10. Copies and distributes revised pages for the Division manual, and minutes of monthly meetings.

DUTIES: (CONTINUED)

11. Copies and cuts into 3 x 5 slips, NST and other report slips.

12. Does rush copying at the request of the Division Head or other senior staff, and assumes other miscellaneous copying duties as required.

13. Maintains the Xerox 720 in satisfactory working order, reports malfunctions to the Xerox Co., and compiles and reports copy statistics.

14. Notes on shelf list and serial record unit cards information about serials that have ceased publication, changed title, etc.

15. Up-dates the Division manuals when revised pages are received, and shelves incoming reference and cataloguing tools.

16. May assist with the sorting and/or filing of cards for the special languages DCFs when student or other help is not available.

17. Assists cataloguers with simple routines such as card pulling for the history card and series procedures, filing of temps, bundling of unit cards for delivery to Preparations, etc.

18. Makes signs for the Division.

19. May assist with the pulling of books from PD storage for the cataloguing units.

20. Expands serial record drawers when necessary, and requests new drawer labels.

21. Performs other duties related to the qualifications and requirements of the job.

STANDARDS OF PERFORMANCE:

Quick and accurate sorting. Prompt completion of other duties.

SPECIAL QUALFICIATIONS:

Must be physically fit.

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UNIVERSITY OF BRITISH COLUMBIA

SERIALS DIVISION

POSITION NUMBER: 174

LIBRARY CLASSIFICATION TITLE: Library Assistant IV

DIVISIONAL TITLE: Records Control Supervisor

RESPONSIBILITY:

Supervises and controls the day to day operation of the Records Section of the Serials Division. Responsible for the processing of all new serial titles for the Main Library, its Reading Rooms, and Branch Libraries other than the Law and Woodward Libraries.

SUPERVISION:

Works under the direction of the Division Head. Supervises three Library Assistant III's, five Library Assistant II's, and, in conjunction with the Orders Supervisor, one Keypunch Operator. Guidelines consist of the Serials Procedure Manual, divisional directives, and policies and procedures established by the Systems Division.

DUTIES:

1. Receives, sets up, and processes all new serial titles which are required by the Library but have not been formally ordered on the Acquisition System, establishing them in the Serials System.

2. Trains new staff members in the Records Section.

3. Periodically checks the daily Edit Lists for possible check-in errors and discusses them with the Check-in Assistants and the Backfile Assistant.

4. Scans all incoming mail for the Records Section and routes the information or problems to the appropriate staff member.

5. Advises the staff on day to day problems and deals with the more complicated ones personally.

6. Examines divisional policies and procedures in conjunction with the Orders Supervisor and recommends new work routines.

7. Revises and updates the Serials Procedure Manual.

8. Acts as liaison between the Systems Division and the Serials Division on routine matters.

9. Corrects and updates information in the Serials System, using a CRT terminal data entry device as required.

10. Performs duties related to the qualifications and requirements of the job.

Revised: October 18, 1976

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STANDARDS OF PERFORMANCE:

Prompt solution of problems affecting the currency and accuracy of the Serials System records.

SPECIAL QUALIFICATIONS:

Must be familiar with the standard cataloguing rules for entry and bibliographic description, and have demonstrated supervisory ability. Must have experience in the processing of serial publications, plus experience or training in related areas of library service such as public service, interlibrary loan, or cataloguing. Should be acquainted with the general principles of automation. Knowledge of foreign languages is useful.

Revised: October 18, 1976

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SERIALS DIVISION

POSITION NUMBER: 176, 317

LIBRARY CLASSIFICATION TITLE: Library Assistant III

DIVISIONAL TITLE: Records Maintenance Assistant

RESPONSIBILITY:

Responsible for the quality control of the Central Serials Records, revising and updating it as required. Proof-reads all Serials Record Worksheets and Serials Revision Worksheets before submitting them for data entry and computer processing.

SUPERVISION:

Works under the general supervision of the Records Control Supervisor. Guidelines consist of the Serials Procedure Manual, divisional directives and instructions from the Systems Division.

DUTIES:

1. Proof-reads all Serials Record Worksheets prepared by other staff members to ensure correctness of information and assigns a Serial Control Number. Prepares Serial Record Worksheets for new subscriptions. May enter data for new records and changes to existing records using a CRT terminal data entry device.

2. Receives the first issues of new subscription orders and updates or corrects the Serials Master Record for the title as required.

3. Verifies notifications regarding title changes, suspensions, and cessations. Processes all change and deletion requests to the Central Serials Record, revising simultaneously the Unbound Holdings Record when necessary. Changes routing instructions as required. Reviews outstanding cancellations in progress periodically, and makes all necessary changes to the Central Serials Record.

4. Checks and corrects revisions to the Serials System data submitted by other staff members.

5. Checks the daily and weekly serials edit lists to ensure that all additions and changes have been processed properly.

6. Notifies the Order Section of necessary record changes.

7. Acts as liaison between the Woodward Serials Section and the Serials Division.

8. Files catalogue cards into the public catalogue.

9. Performs other duties related to the qualifications and requirements of the job.

STANDARDS OF PERFORMANCE:

Maintenance of the Central Serials Record in good order.

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SPECIAL QUALIFICATIONS:

Must have a working knowledge of the standard cataloguing rules for entry and bibliographic description, and have demonstrated a high level of accuracy in following established routines and formats. Tact in working with other staff, a calm and mature approach to problems, and skill in written and verbal communication are all essential. Previous experience in the processing of serial publications and familiarity with the principles of automation are useful.

UNIVERSITY OF BRITISH COLUMBIA

SERIALS DIVISION

POSITION NUMBER: 505,301,040,540

LIBRARY CLASSIFICATION TITLE: Library Assistant 11

DIVISIONAL TITLE: Serials Records Assistant

RESPONSIBILITY:

Responsible for checking-in approximately 3,000 current receipts/month for established purchase and gift subscriptions, delivering them to the proper destinations, and maintaining the completeness of the holdings.

SUPERVISION:

Works under the supervision of the Records Control Supervisor Guidelines consist of the Serials Procedure Manual, Systems Division Procedure Manuals, and divisional directives.

DUTIES:

1. Opens parcels and sorts material into alphabetical order according to the main entry.
2. Routes all new subscription orders and backfile material to the Records Control Supervisor and the backfile Assistant respectively.
3. Is responsible for maintaining a Check-in Book of approximately 5,000 entries.
4. Searches entries not found in the check-in book in the Serials Master File and the Authority File.
5. Solves check-in problems by checking the Cataloguing files and/or earlier volumes of the title.
6. Identifies material from unknown sources by checking the order records in Serials and Acquisitions divisions.
7. Initiates claims for missing issues, verifying by physical check when necessary.
8. Updates the Serials Unbound Holdings Record for claim responses as required.
9. Reviews outstanding claims on file, and takes appropriate action.
10. Refers to supervisor those problems which cannot be solved.
11. Makes simple changes and corrections to the Central Serials Record.
12. Files Routing and Cataloguing Instruction Reports produced by the computer.
13. Delivers campus mail to the Mail Room, and interlibrary mail directly to the proper divisions.
14. May enter data on the Serials System using a terminal data entry device; edits, updates and makes corrections to the data as required.

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15. Files catalogue cards in the public catalogue.

16. Performs other duties related to the qualifications and requirements of the job.

STANDARDS OF PERFORMANCE:

Accuracy and currency in the completion of duties. Prompt referral of problems to supervisor.

SPECIAL QUALIFICATIONS:

Accuracy in following established routines and formats, and legible handwriting are essential. Reading knowledge of at least one foreign language and typing speed of 50 wpm required.

THE NEW YORK PUBLIC LIBRARY

MEMORANDUM TO THE STAFF: July 11, 1977

Position Open: Library Technical Assistant III

Music Division
Position #492-4012-1

Available: Immediately

Schedule: 10:00 a.m. - 6:00 p.m., five days a week including some evenings and alternating Saturdays. (Schedule subject to change.)

Salary: $9,525 per year (minimum)

A Library Technical Assistant III now paid at a rate higher than the minimum may transfer without loss in pay.

Eligibility Requirements: Graduation from an accredited college or university with a major in music, preferably supplemented by graduate work in musicology, composition, or music theory; experience in library public service; knowledge of and/or experience in library technical procedures; or an equivalent combination education and experience. Previous music library experienc preferred. Working knowledge of one or more foreign langua including German. Other skills and abilities pertinent to duties of the position including accurate typing at a moder speed.

General Description: Performs reference service at public desks and by mail and telephone. Processes programs. Prepares materials for bind Checks in new books. Does difficult searching of backlog. Processes replacements. Annotates catalog changes. Perfon related duties as assigned.

To insure being considered for this vacancy, a staff member must apply to the Staff Relations Office, Room 113, within the time limits of the advertisement. Form 88c, available in all units, is designed for this purpose. Any application by telephone should be confirmed by submitting this form.

Extended closing date: July 18, 1977

Ms. Katherine O'Brien
Personnel Officer

THE NEW YORK PUBLIC LIBRARY

MEMORANDUM TO THE STAFF: June 17, 1977

Position Open: Library Technical Assistant III (half-time)

Oriental Division
Position #423-4012-2

Available: Immediately

Schedule: 17½ hours per week, between 9:00 a.m. - 6:00 p.m.
Monday through Saturday - schedule subject to change.

Salary: $9525 per year (minimum)

A Library Technical Assistant III now paid at a rate higher than the minimum may transfer without loss in pay.

Eligibility Requirements: Bachelor's degree supplemented by graduate study in the history and literature of South Asia; substantial relevant work experience; or an equivalent combination of education and experience. Strong academic background in Indic or South Asian Area Studies. Considerable research library experience including public service and technical processes, highly desirable. Working knowledge of Urdu and either Panjabi (Gurumukhi script) or Telugu. Skill in handling detailed work with accuracy; accurate typing at a moderate speed. Clear and concise written and oral expression. Other skills and abilities pertinent to the responsibilities of the position include the ability to deal tactfully and effectively with staff and readers, ability to work independently.

General Description: Under the general direction of the Librarian for the South Asia Collection, assists in the cataloging of difficult titles in non-roman alphabets and shares responsibility for the physical maintenance of the collection, including shifting, shelving, and unpacking of unprocessed materials most of which are housed in the Oriental Division Staging Area at the Annex. Handles continuations and follow-up of books and serials; personally searches for missing items. Types and files as necessary. Assists at the reference desk and responds to telephone and written inquiries. Performs related duties as assigned.

To insure being considered for this vacancy, a staff member must apply to the Staff Relations Office, Room 113, within the time limits of the advertisement. Form 88c, available in all units, is designed for this purpose. Any application by telephone should be confirmed by submitting this form.

Extended closing date: June 27, 1977

Priscilla J. Southon
Assistant Staff Relations Officer

THE NEW YORK PUBLIC LIBRARY

MEMORANDUM TO THE STAFF: August 1, 1977

Position Open: Library Technical Assistant III

Jewish Division

Available: Immediately

Schedule: Monday through Friday, 10 a.m. to 6 p.m., Tuesday evenings and Saturdays on a rotating basis. Schedule subject to change.

Salary: $9525 per year (minimum)

A Library Technical Assistant III now paid at a rate higher than the minimum may transfer without loss in pay.

Eligibility Requirements: College graduation; substantial relevant work experience; or an equivalent combination of education and experience. Working knowledge of Hebrew, and Yiddish or another modern European language. Substantial knowledge of Jewish history and literature. Other skills and abilities pertinent to the responsibilities of the position include successfully demonstrated skill in handling detailed work with accuracy, supervisory skill, accurate typing at a moderate speed, ability to deal tactfully and effectively with staff and readers.

General Description: Under supervision of a librarian, is responsible for physical maintenance of the collection including materials handling and book preservation; searches difficult titles in Hebrew characters; handles continuations and follow-up of books and serials; searches for missing items; assists at reference desk and responds to telephone and simple written inquiries. Performs related duties as required.

To insure being considered for this vacancy, a staff member must apply to the Personnel Office within the time limits of the advertisement. Form 88c, available in all units, is designed for this purpose. Any application by telephone should be confirmed by submitting this form.

Extended closing date: August 8, 1977

Katherine O'Brien
Personnel Officer

THE NEW YORK PUBLIC LIBRARY

MEMORANDUM TO THE STAFF: October 21, 1977

Position Open: Library Technical Assistant III (Ranking Assistant)

Preparation Services
Acquisition Division, Adding Section
Position #451-4012-1

Available: Immediately

Schedule: Must be available to work on Saturdays and occasional evenings.

Salary: $9525 per year (minimum)

A Library Technical Assistant III now paid at a rate higher than the minimum may transfer without loss in pay.

Eligibility Requirements: College graduation and substantial library experience, or an equivalent combination of education and experience. Working knowledge of several foreign languages. Knowledge of and experience with the Official Catalogs of The Research Libraries and knowledge of procedures involved in establishing the Central Serial Record. Other skills and abilities pertinent to the position include supervisory experience and ability to train in complex details.

General Description: Substitutes for Section Head in his absence and assists in training and supervising staff involved in recording in the Central Serial Record material acquired for The Research Libraries. Responsible for revision of records for material being added to the Central Serial Record. Makes periodical statistical and special reports. In absence of the Section Head is responsible for Central Serial Record telephone information service regarding Library holdings. Performs related duties as required.

To insure being considered for this vacancy, a staff member must apply to the Personnel Office, Room 113, within the time limits of the advertisement. Form 88c, available in all units, is designed for this purpose. Any application by telephone should be confirmed by submitting this form.

Closing Date: October 31, 1977

Katherine O'Brien
Personnel Officer

THE NEW YORK PUBLIC LIBRARY

MEMORANDUM TO THE STAFF: November 17, 1977

Position Open: Library Technical Assistant III

Stack Maintenance and Delivery Division
Annex Section
Position #413-4012-2

Available: Immediately

Hours: Monday, Tuesday, Wednesday, Friday and Saturday, 9:00 am - 5:00 p.
(subject to change)

Salary: $9525 per year (minimum)

A Library Technical Assistant III now paid at a rate higher than the minimum may transfer without loss in pay.

Eligibility Requirements: College graduation and substantial library experience in technical processes; or an equivalent combination of education and experience. Supervisory experience and some experience at public reference desk highly desirable. Knowledge of French and German helpful. Good typing ability necessary. Other skills and abilities appropriate to the duties of the position including orderly work habits and attention to detail. Appearance and manner suited to dealing with the public. Familiarity with The Research Libraries' public service policies and procedures.

General Description: Assists at reference desk answering inquiries made in person and by telephone. Supervises newspaper microfilm collection, including all processing, maintenance and stirring. Maintains all pertinent records. Answers reference correspondence and types letters. Performs related duties as required. Assists in other areas of the Division, primarily in the Patents Collecti

To insure being considered for this vacancy, a staff member must apply to the Personnel Office, Room 113, within the time limits of the advertisement. Form 88c, available in all units, is designed for this purpose. Any application by telephone should be confirmed by submitting this form.

Closing Date: November 28, 1977

Katherine O'Brien
Personnel Officer

THE NEW YORK PUBLIC LIBRARY

MEMORANDUM TO THE STAFF: December 16, 1977

Position Open: Library Technical Assistant III

Cooperative Services Division

Available: Immediately

Salary: $9525 per year (minimum)

Schedule: 8:30 a. m. - 4:30 p.m., Monday through Friday
(Schedule subject to change)

Eligibility Requirements: Bachelor's degree; substantial research library experience, including a general knowledge of the nature of the collections of The Research Libraries. Ability to plan, coordinate and carry out diverse technical procedures as proven by the successful completion of a previous undertaking of some complexity; proven ability to maintain follow-up. Considerable searching experience, with a demonstrated knowledge of bibliographic verification tools. Familiarity with the standard forms of catalog entry; cataloging experience helpful. Working knowledge of two modern European languages. Proven ability to supervise and to communicate successfully. Other skills pertinent to the job include accurate typing, flexibility in meeting the needs of a specialized Division, orderly work habits, and the ability to work productively with others.

General Description: Under the direction of the First Assistant, coordinates and implements technical activities related to the interlibrary loan programs, which include the New York State Interlibrary Loan network (NYSILL), The Research Libraries Group (RLG), the Center for Research Libraries (CRL), the United Nations and the out-of-state borrowing programs. Supervises the work of the Division's technical staff as planned by the First Assistant. Shares searching duties and completes searching of requests which have proved to be difficult. Compiles statistics and prepares reports. Checks in material for the CARES library and does simple cataloging for these materials. Makes punched tapes for the TWX and operates this machine as necessary. Other duties as assigned.

To insure being considered for this vacancy, a staff member must apply to the Personnel Office, Room 113, within the time limits of the advertisemement. Form 88c, available in all units, is designed for this purpose. Any application by telephone should be confirmed by submitting this form.

Closing date: December 27, 1977

Katherine O'Brien
Personnel Officer

THE NEW YORK PUBLIC LIBRARY

EMORANDUM TO THE STAFF: November 30, 1977

Position Open: Library Technical Assistant III (Media Specialist)

Jerome Robbins Dance Film Archive
Dance Collection
Performing Arts Research Center

Available: Immediately

Schedule: Includes some evenings and Saturday assignments

Salary: $9525 (minimum)

A Library Technical Assistant III now paid at a rate higher than the minimum may transfer without loss in pay.

Eligibility Requirements: Liberal arts college degree, a minimum of two years of relevant experience, or the equivalent in education and experience in dance or film. Film and videotape experience and thorough knowledge of professional dance performance essential. Knowledge of contemporary dance theatre, dance research resources, dance technique, and choreographic literature. Other skills and abilities pertinent to the duties of the position include organizational ability to prepare suitable correspondence and effectiveness in working with people.

General Description: Under the direction of the Curator of the Dance Collection, assists in the acquisition and preservation of films and videotapes and in the production of original film and videotape records of choreographic works. Also assists with correspondence and prepares materials relative to the Film Archive. Initiates and maintains relations with major acquisitions sources and donors, professional filmmakers and dance companies. Provides reference service regarding film sources and provides information for cataloging of dance films. Supervises clerical and technical staff of film archive. Performs related duties as required.

To insure being considered for this vacancy, a staff member must apply to the Personnel Office within the time limits of the advertisement. Form 88c, available in all units, is designed for this purpose. Any application by telephone should be confirmed by submitting this form.

Closing Date: December 8, 1977

Katherine O'Brien
Personnel Officer

Position No. 13-051-02
June 15, 1976

Pennsylvania State University

Position Description

Title of Position: Library Assistant - Cataloging

Classification: Staff Nonexempt

Department: University Libraries, Cataloging Department

Function of Position:

Responsible to the Associate Librarian, Head of Processing, for cataloging publications utilizing the OCLC system or by manual means and adapting them to the Pennsylvania State University library system so as to facilitate easy use by library patrons.

Principal Duties and Responsibilities:

1. Train and revise the work of new Catalog Clerks in the procedures of cataloging material through OCLC and manually, and in establishing entries, cross references, new form NAFs, NICs, etc. for the NAF, SAF, SHAF, and Public Catalogs.

2. Answer questions for Catalog Clerks concerning cataloging problems and revise major modifications made in OCLC to LC copy.

3. Process member copy (original cataloging) in OCLC system making standard modifications and ordering cards without revision. Process member copy (original cataloging) in OCLC system making major modiciations or referring to original cataloger.

4. Classify materials in selected fields when the classification provided by LC is inappropriate to PSU library application.

5. Establish entries and make appropriate cross references, new form NAFs, NICs, etc. for the NAF, SAF, SHAF, and Public Catalogs in the Pre- and Post-NAF procedure.

6. Search reference tools for records not found in OCLC, and refer to original catalogers or transcribe on a work form for input into OCLC data base for the creation of a new record.

7. Confer with appropriate personnel to resolve specific problems.

8. Process materials manually which cannot be cataloged through OCLC, such as incomplete sets and added volumes.

9. Maintain statistics on work completed.

10. Perform other duties as assigned.

Supervision:

Under general supervision of the Head of Processing, work is performed under general supervision and the employee is expected to proceed alone following

Supervision Continued:

standard practice and any of several procedures. Decision making is part of the job but questionable cases may be referred when they arise outside of standard practice.

Minimum Qualifications:

A Bachelor's Degree, or equivalent, with a reading knowledge of at least one foreign language and a minimum of nine months related effective experience.

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Position No. 13-051-37
May 25, 1976

Position Description

Title of Position: Library Assistant - Central Serials Record

Classification: Staff Nonexempt

Department: University Libraries, Serials Department

Function of Position:

Responsible to the Central Serial Record Librarian for overseeing the flow of materials in and out of the Serials Department and for the proper documentation of each transaction.

Principal Duties and Responsibilities:

1. Oversee the receipt of materials in the Serials Department, clearing of records for new orders, recording of serials and periodicals in the appropriate place, and the marking of serial materials.
2. Train and supervise full-time and part-time employees.
3. Revise the work of Serial Marking Section to insure that library guidelines for the marking and circulation of materials are correctly followed.
4. Review the work of Serial Accessioner for correctness of current bibliographic entry and insure that needed corrections or additions are initiated. Rout new material appropriately.
5. Check the filing of new entries in the Serial Record for accuracy.
6. Insure the proper withdrawal and transfer of serial material.
7. Cooperate with library staff in solving problems for serials. Assist library staff with the use of the Serial Record.
8. Issue instructions for the correction or amending of records in the library catalogs, Serial Record, and automated data base for serial items.
9. Revise the work of the Serial Record typist, as required.
10. Insure maintenance of proper workflow in the absence of other staff members.
11. Responsible for the physical condition and upkeep of the Serial Record.
12. Perform other duties as assigned.

Supervision:

Work is performed under general supervision and the employee is expected to proceed alone following standard practice and any of several procedures. Decision making is part of the job but questionable cases may be referred when they arise outside of standard practice.

Minimum Qualifications:

Bachelor's degree or its equivalent with one to two years of effective applicable experience. Knowledge of a foreign language or languages helpful.

May 7, 1970
Position No. 13-051-20

Position Description

Title of Position: Library Assistant - Catalog and Reclassification Adjustments

Classification: Staff Nonexempt

Department: University Libraries - Cataloging Department

Function of Position:

Responsible to the Head, Catalog Maintenance for catalog and reclassification adjustments for University Park archival tape via the OCLC terminal.

Principal Duties and Responsibilities:

1. Resolve conflicts revealed by filing revision in the public catalogs, authority files, and shelflist and by post-card production authority checking.

2. Correct data base tape for cards containing errors which were produced over the OCLC terminal, and order new cards as necessary.

3. Search for copy on the OCLC terminal for transfers, reinstates, reclass materials and card sets needing correction of all cards. Modify copy as necessary, and produces cards.

4. Provide instructions for typists concerning the pulling of incorrect cards, the correcting of cards, and the handling of corrected cards.

5. Complete workform, including tagging, for typist to input into data base if copy is not available on terminal.

6. Responsible for organizing material to be withdrawn, transferred, or reinstated.

7. Reclassify monographs and sets of no-project materials.

8. Catalog monographs and complete sets in English and in foreign languages via the OCLC terminal using LC and member copy.

9. Prepare large correction projects such as major subject heading changes for mechanical aspects of correcting by typists.

10. Initiate action to establish entries not already established in the authority files, and reconcile conflicts that are apparent between new and established entries.

11. Prepare cross references, history and information cards as needed when establishing new entries or correcting previous entries.

12. Maintain statistics for all types of work done.

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13. Perform other duties as assigned by supervisor

Supervision:

Work is performed under general supervision and the employee is expected to proceed alone following standard practice and any of several procedures. Decision making is part of the job but problematical cases may be referred to the supervisor or another professional librarian.

Minimum Qualifications:

A Bachelor's degree or equivalent with a reading knowledge of at least one foreign language and nine months of effective experience are required, with knowledge of cataloging preferred.

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Position No. 13-005-07
December 22, 1975

Position Description

Title of Position: Supervisor, Cataloging-at-Terminal

Classification: Staff Exempt

Department: University Libraries - Processing Department

Function of Position:

Responsible to the Head, Processing, for the operation of the cataloging-at-terminal section, including the supervision and training of personnel, advising and assisting with processes and cataloging of monographs with LC and OCLC copy.

Principal Duties and Responsibilities:

1. Assist with the training and revise new personnel in the section, including Library Assistants and Catalog Assistants.

2. Assist Head, Processing, in hiring decisions on new personnel.

3. Organize work to be performed and assign to various members of the section. Schedule CAT terminal use.

4. Responsible for the workflow of the unit; ensure that work moves both rapidly and accurately and that "rush" materials are cataloged daily, etc.

5. Examine cataloging errors returned to the section as a guide to the quality of work done by members and to discuss the problem.

6. Train and revise when necessary section personnel in data processing procedures as they pertain to cataloging procedures.

7. Answer unit members' questions about procedures and cataloging, referring unusual problems to Head, Processing, when necessary.

8. Conduct section meetings to discuss problems, disseminate information, interpret rules, etc; explain new interpretations of AAC rules to section members as decided upon at division head meetings.

9. Attend regular meetings with other sections heads and periodic meetings with division heads, and Chief Catalog Librarian to discuss policy, problems, and receive instructions. Take charge of processing operations in the absence of Head, Processing, attending meetings as necessary.

10. Write evaluation reports for catalog assistants and review with Head, Processing. Provide recommendations to supervisor for evaluation reports for Library Assistants.

11. Check and sign vacation and sick leave cards for section personnel.

12. Examine individual statistics on work performed before delivery to Chief Catalog Librarian.

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13. Update internal written routines or write new routines as needed in consultation with Head, Processing.

14. Select books as possible "limcat" candidates by means of prescribed criteria for decision by supervisor.

15. Write semi-annual and annual reports for the section.

16. Serve as floor supervisor of catalog operation during evening hours on a rotation basis.

17. Perform other duties as assigned.

Supervision:

Under general direction employee plans and arranges own work directed toward the objectives of the Catalog-at-terminal Section; determines action to be taken in all but unusual cases within established standards of practice.

Minimum Qualifications:

Bachelor's degree (or equivalent) with reading knowledge of at least one foreign language and two years of effective experience are required. Supervisory experience is desirable.

Position No. 13-A34-01
June 11, 1975

Position Description

Title of Position: Assistant Head, Library Systems Development

Classification: Staff Exempt

Department: University Libraries

Function of Position:

Responsible to the Head of Library Systems Development for the effective development of systems architecture and applications programming and the implementation and continued support of all library computer activities; and the development and maintenance of efficient staff support personnel.

Principal Duties and Responsibilities:

1. Direct the operations of the Systems Architecture and applications programming sections of the Library Systems Development Department. Establish and supervise the maintenance of all operational and performance standards.

2. Administer and coordinate the completion and perfection of the final design of integrated library information systems and sub-systems; establish their priorities and supervise their inclusion as functional library systems.

3. Administer the design, development and successful integration of system architectural modifications to all vendor and non-vendor supplies software (operating systems, compilers, I/O handlers, disc and peripheral controllers, etc.).

4. Represent the Library Systems Development Department in vendor relationships.

5. Participate in library committees and other consultative activities within the libraries relevant to the development of integrated library systems.

6. Represent the Head of Library Systems in his absence.

7. Perform other duties as assigned.

Supervision:

Duties and responsibilities are performed under general direction and from interpreting University policy with regard to general objectives. Work is performed independently toward general results and requires devising new methods or modifying or developing standard procedure to meet new conditions. Problems are rarely referred.

Minimum Qualifications:

A Bachelor's degree or equivalent plus four to seven years of effective experience in a time-shared computer environment as well as in the management of computer systems gained in an academic or research library application.

Position No. 13-C77-01
February 9, 1978

Position Description

Title: Personnel Coordinator - University Libraries

Classification: Staff Exempt

Department: University Libraries, Pattee Library

Function of Position:

Responsible to the Dean of Libraries for personnel aspects of library operations, including coordinating academic recruitment, hiring and promotion and tenure procedures, and administering the personnel program for graduate assistants, staff exempt, staff nonexempt, clerical, technical service and part-time support staff.

Principal Duties and Responsibilities:

1. Responsible for recruitment procedures, advertisement, referral and interview arrangements for library faculty and graduate assistants in consultation with appropriate academic administrators.

2. Responsible to develop and maintain the library staff exempt, nonexempt, clerical, technical service and wage payroll work force through recruitment, advertising, interviewing, and evaluating applications for referral.

3. Responsible to coordinate implementation of the annual review cycle for academic promotion and tenure, insuring that all Library and University guidelines are met. Establish timetables, assist appropriate academic administrators in familiarizing faculty members with criteria, expectations, and evaluative methods, and with obtaining data, reviewing biographical information, and assembling dossiers for review.

4. Serve as resource person on personnel matters for various library committees, particularly those involved with promotion and tenure matters.

5. Establish and maintain close liaison with the University Office of Personnel Administration; serve as the Dean's Personnel Representative on the University Personnel Committee.

6. Insure University Libraries' compliance with University personnel policies and procedures and with equal opportunity guidelines, labor laws, and welfare and safety regulations; insure implementation of the University Affirmative Action Program. Consult on, interpret, and disseminate policy information; identify problem areas; provide data for goals and timetables. Maintain effective internal auditing and recording systems for necessary report data.

7. Responsible for maintaining the Libraries' job classification system for staff, clerical, and technical service positions, so that job descriptions are current and accurate; work with supervisors to compile information and write descriptions. Coordinate with Salary Administration and Classification for review meetings, evaluations, and procedures for establishing or changing positions, according to evaluation results.

8. Administer personnel matters such as posting jobs, accepting bids and referring applicants; coordinating leaves, education benefits, retirements and terminations. Arrange hiring, starting dates, learning periods, etc., with supervisors and Employment Division. Explain policy, benefits, salary deductions and learning periods to new employees. Conduct exit interviews.

9. Administer non-academic performance evaluation programs. Recommend methods of improving evaluation programs, work measurements and performance standards.

10. Advise supervisors and employees, consult and interpret on personnel policy matters. Counsel and refer non-academic employees on working problems, academic programs, transfers and promotions, etc. Handle disputes and grievances.

11. Responsible for custody of personnel files to assure confidentiality of records. Insure that personnel papers, forms and other records are submitted and completed as required. Sign personnel documents for Dean.

12. Propose and implement staff orientation programs. Consult with appropriate academic administrators and supervisors, select participants and arrange for enrollment in training programs, develop and implement training follow up. Study need for development and in-service training, plan and develop programs with committees and supervisors; evaluate effectiveness.

13. Consult with Associate and Assistant Deans regarding position control and realignment to interpret staffing needs and determine alternatives for most effective manpower utilization.

14. Develop and coordinate Libraries' participation in Federal College Work/Study Program with Office of Student Aid. Advise supervisors in preparation of proposals and regarding regulations. Insure hiring procedures are followed and appropriate papers submitted.

15. Assist CCL Coordinator in advising and consulting with Commonwealth Campus librarians on personnel matters affecting them.

16. Conduct periodic meetings; keep supervisors and employees informed regarding current personnel matters.

17. Coordinate collection of reports and statistical records. Assemble and analyze data, prepare reports. Answer surveys and questionnaires; receive requests for employee history; answer or refer.

18. Supervise administrative office clerical staff. Consult with appropriate administrators in preparing performance evaluations.

19. Perform other duties as assigned.

Supervision Received:

Duties are performed under general direction and the employee plans and arranges own work which is directed toward an established objective. Employee determines action to be taken handling all but unusual cases. Knowledge of established policy, procedure and practice is required.

Minimum Qualifications:

Bachelor's degree (or equivalent) preferably in management, plus two to four years of effective experience in personnel administration, labor relations or related field, with knowledge of academic library administration and operation.

Dartmouth University
February 1978

Dartmouth College Library HANOVER · NEW HAMPSHIRE · 03755

Baker Memorial Library

24 February 1978

MEMORANDUM

To: Library Supervisors
From: Linda J. MacDonald LJM
Re: Staff Orientation Program

The Winter 1978 Orientation Program for library members will commence on Wednesday, March fifteenth, and will conclude Thursday, April twentieth.

Employees in the department who will participate in orientation appear on the enclosed material. Please be sure that each member receives a copy of the attached packet including cover memorandum, program, organizational chart, a list of participants, and a Library Handbook.

Supervisors should arrange schedules to assure that each participant attends every session. Meetings will commence promptly at the appointed hour. Since Librarians have attended an orientation, they may feel it is not necessary to attend every meeting. However, I would encourage them to be present for meetings I, and IV-VIII since material covered in these meetings was not previously included.

If you have any questions, please be in touch with me.

Thank you.

LJM/cp

Dartmouth College Library HANOVER · NEW HAMPSHIRE · 03755

Baker Memorial Library

24 February 1978

Dear

The Library Orientation Program will commence March fifteenth and will conclude April twentieth.

The attached packet of material is for your information. Please read the Handbook prior to attending the first session.

The program is designed to acquaint library employees with various departments, functions and personnel. I hope these meetings will provide an enjoyable learning experience and I look forward to seeing you then.

Sincerely yours,

Linda J. MacDonald

Linda J. MacDonald
Assistant to
Director of Library Services

ORIENTATION PROGRAM

March 1978

MEETING I

Wednesday, March 15 - 1:15 p.m., 1902 Room

a) Introductory Remarks -- Mr. Lathem

b) Organization of Processing and Automation Services and Explanation of Book Selection -- Mr. Meredith

c) Organization of Baker Public Services -- Mr. Brown

MEETING II

Thursday, March 16 - 10:00 a.m., Group A, Conference Room

Friday, March 17- 10:00 a.m., Group B, Conference Room

a) Processing and Automation Services Introduction and Tour -- Mr. Saporito

MEETING III

Tuesday, March 21 - 2:00 p.m., Group A, Conference Room

Thursday, March 23 - 10:00 a.m., Group B, Conference Room

Baker Public Services

a) Circulation Services

Introduction and tour -- Mr. Lach

b) Reference Services

Introduction and tour -- Miss Blake
Mr. Freeman

MEETING IV

Friday, March 24 - 10:00 a.m., Group A, Conference Room

Friday, March 24 - 2:00 p.m., Group B, Conference Room

a) Organization of Branch Libraries -- Mrs. Hicks

b) Tour of Sherman Art Library -- Mrs. O'Connor

ORIENTATION PROGRAM

(continued)

MEETING V

Tuesday, March 28 - 2:00 p.m., Group A, East Entrance

Thursday, March 30 - 2:00 p.m., Group B, East Entrance

Dana Biomedical Library

a) Introductory Remarks and tour -- Miss Grainger

MEETING VI

Tuesday, April 11 - 2:00 p.m., Group A, West Entrance

Wednesday, April 12 - 10:00 a.m., Group B, West Entrance

Feldberg Business and Engineering Library

a) Introductory Remarks and tour -- Miss Jaynes

MEETING VII

Tuesday, April 18 - 2:00 p.m., Treasure Room

a) Special Collections -- Mr. Wright

MEETING VIII

Thursday, April 20 - 2:00 p.m., East Entrance

Kresge Physical Sciences Library

a) Introductory Remarks and tour -- Mrs. Cleland

b) General Discussion, Questions and Answers --
Mrs. Hicks, Mrs. MacDonald, Mr. Meredith

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